

Administration
Engineering
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Legal
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Electronics
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Science/Research
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Industrial
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Professional

In This Issue:

**Starting Your
Own Business**

Do you have what it takes?

**Letters of
Reference**

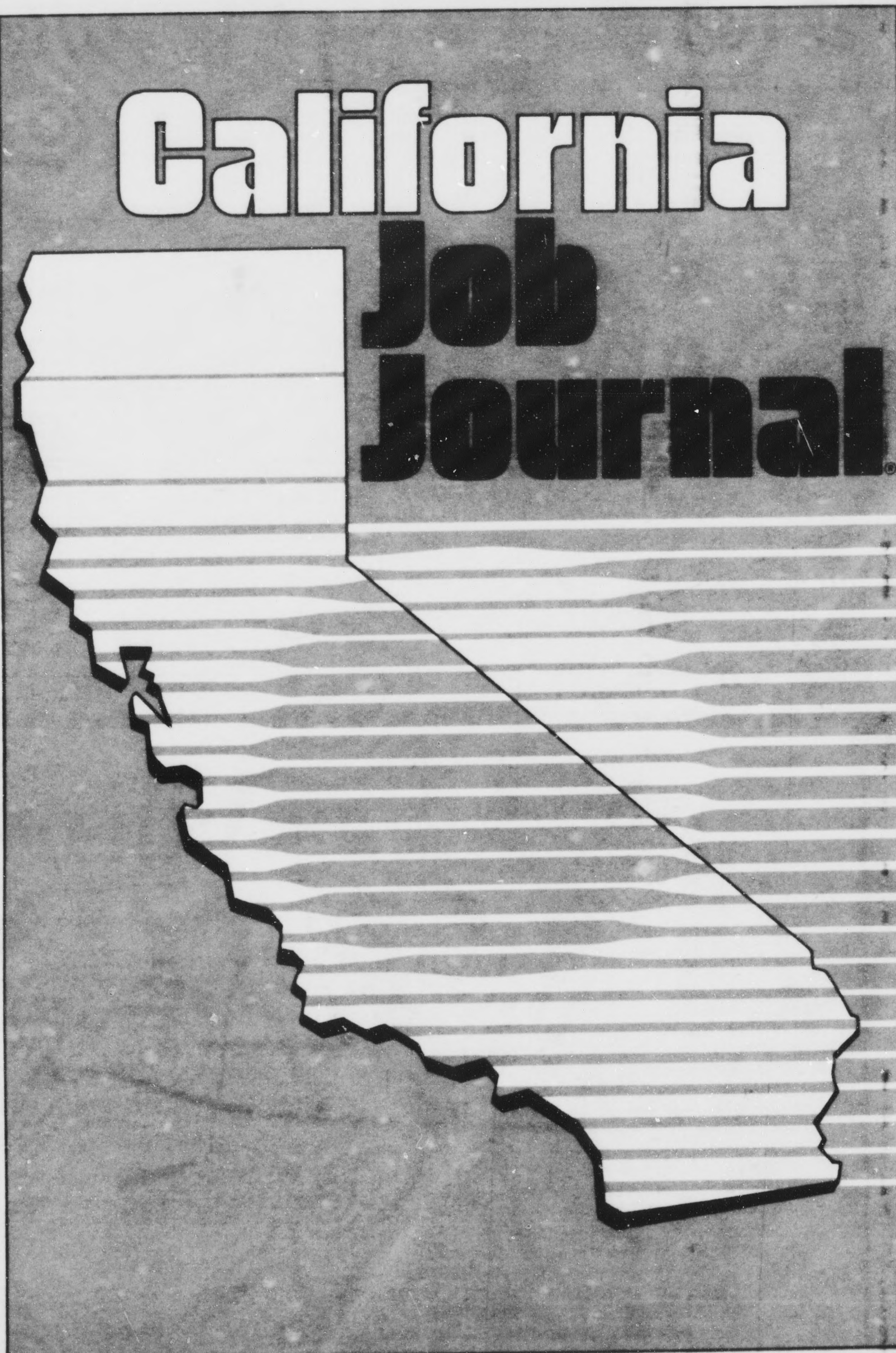
What recruiters read
between the lines

**Bust for
Baby Boomers**

A generation confronts
crowding on the corporate ladder

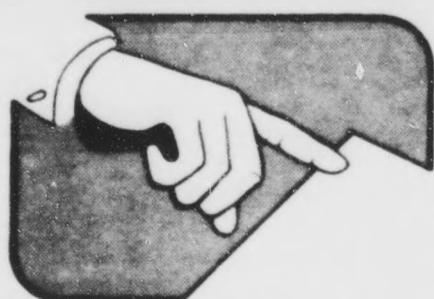
California

Job Journal



E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE



READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

1. **PROGRAMMER ANALYST (3)**
2. Satellite Data Systems
3. Space Communications Division
4. 2785 Morrison Drive, Suite 100
5. Oak Valley, CA 98765-4321
6. 415/555-9900 x227
7. C. Terry Lydeck / Operations Manager
8. \$2850-3400/month DOE, plus medical/dental, life ins and pension plan after 1 yr. Send resume and 3 refs. Analyze & design program requirements; develop application/program specs; code, test, document, and implement software; and participate on development team for a leader in interstellar telecommunications systems. Hrs 7-3:30 Mon-Fri. Position also available in RIDGEMONT. Req MS or equiv in Computer Science, 3 yrs exp with high-level language design/coding and graphics communications, and 1 yr exp with HP 5000. Knowledge of astrophysics preferred. (#4417)
- 9.
- 10.
- 11.

* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

HOW TO APPLY: If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

JOB CATEGORIES: The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
enr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

Time is money. Our Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when you ad appears in CJJ, it's carried by twelve other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

Spend a few minutes with one of our Employment Specialists and start saving time and money on your next hire.

California
**Job
Journal**

Sacramento Office
(916) 925-0800

Toll-free (in CA)
(800) 782-HIRE

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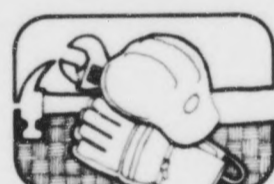
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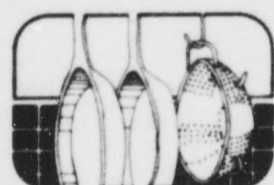
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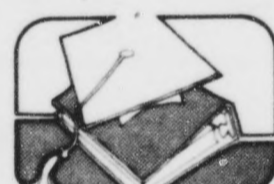
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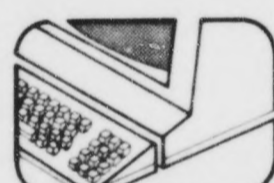
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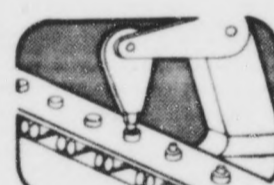
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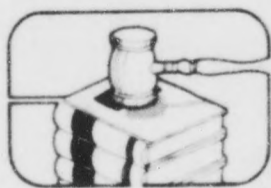
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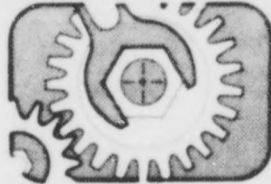
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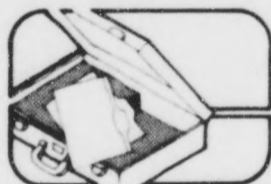
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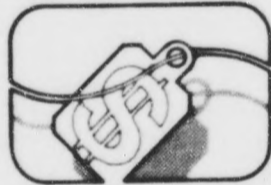
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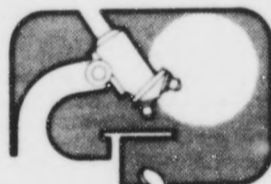
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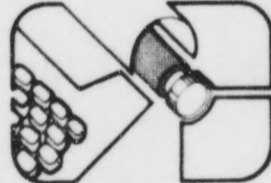
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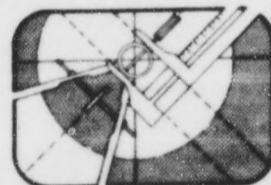
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Baby Boomer Bust

They're all trying to move up the corporate ladder at the same time, but the rungs are getting fewer and farther between. Many will have to reassess the signs of success and seek alternative avenues to attain their ambition. 7

Letters of Reference

Once upon a time they were the keys to the corporate kingdom, but most employers these days are less swayed by tales of yore. The best letters to ensure a happy ending have a supporting role and cite specific strengths. 9

Starting Your Own Business

The challenge can be very rewarding if you begin with clearly defined objectives and a clear understanding of the obstacles before you. Identify your niche, secure some financing, gather support, and go for it! 13

Dialysis Careers

To the technicians who operate hemodialysis equipment, saving lives is all in a day's work. Requirements for the position are easily attainable, training is usually provided on the job, and the rewards are numerous. 15

ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

Which companies are hiring? What positions are available? How much do they pay? Do I qualify? CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: California Job Journal, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

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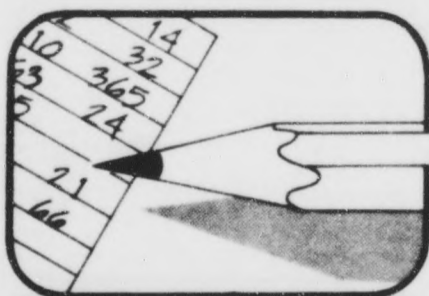
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Sacramento (916) 925-0800
Toll-free (CA) (800) 782-HIRE

Advertising deadline for next issue:
4pm Thursday, 11/10/88

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Accounting/ Finance

ACCOUNTING COORDINATOR

Sutter County
463 2nd Street, Room 106
Yuba City, CA 95992
916/741-7113
Attn: Personnel Department
\$1459-1817/mo plus health, dental, vision & life insurance and city-paid PERS. File county application file by 11/18. Perform a variety of technical & semi-professional work in maintaining the Civil Division's fiscal records & reports. Full-time position. Requires 3 yrs journey-level clerical experience demonstrating knowledge of related duties. Core college coursework in accounting or bookkeeping is desirable. AA/EOE M/F/H

ACCOUNTING SUPERVISOR

OroAmerica
P.O. Box 7340
Burbank, CA 91510
818/848-5555 x327
Attn: Lily / Director of Human Resources
\$25,000-35,000/yr DOE/DOQ, plus 2 wks vacation after 1 yr, 10 holidays, 6 days sick leave, medical & dental ins, 401K plan, and discount on merchandise. No calls please. Send resume & salary history/requirements; RTJJ. Handle processing of returns worth \$20 million per yr, control merchandise flow, and supervise 20 people. Hrs 8-5 Mon-Fri with flexible overtime. Manufacturer of 14K gold, in business in LA for 10 yrs, employs 280. Req HS diploma and good leadership & motivational abilities. Degree in accounting preferred. 2-3 yrs supervisory exp a plus. Must have right to work. EOE M/F/H/V

ASSISTANT CONTROLLER

Andermac, Inc.
2626 Live Oak Highway
Yuba City, CA 95991
916/674-8450
Attn: Michael Cunha / Controller
\$20,000-35,000/yr DOE/DOQ, plus medical & dental ins and profit sharing after 30 days; vacation, holidays, and sick leave. Send resume & salary history/requirements. Assist controller in all aspects of accounting & computer systems management. Full-time, 8-5 Mon-Fri. Emerging medical equipment manufacturer has 35 employees. Requires BA/BS in accounting and 2 yrs accounting experience. Prefer IBM and/or System 36 proficiency; non-smokers. EOE

BOOKKEEPER

Dairy Queen Stores, Inc.
1111 Howe Avenue, Suite 305
Sacramento, CA 95825
916/921-9090
Attn: Jim Towles
\$1000-1200/mo DOE, plus medical/dental & vision insurance. Call for appt. Do payroll, taxes, accounts payable/receivable, general ledger work, and perform related functions. Work primarily with our contractors in the construction of new restaurants. Hrs 8-5 Mon-Fri. Western corporate division (located in Sacramento) owns rights to Northern CA and Washington franchises. Requires bookkeeping experience. Restaurant or construction exp preferred.

BOOKKEEPER

Jennings Levy & Company
8383 Wilshire Boulevard, Suite 840
Beverly Hills, CA 90211
213/655-4117
Attn: Jeanne Phares / Office Manager
\$1700-1900/mo plus paid parking, vacation, holidays, sick leave, pension, and medical ins. Send resume; RTJJ. Handle accounts payable/receivable & deposits and input data into computer. 37.5 hrs/wk Mon-Fri (9-5:30). Accounting firm has great opportunity for growth and a nice atmosphere. Requires HS education, 2 yrs experience as an accounting clerk, basic understanding of accounting cycle, and computer exp. Must be a bright person who wants to become a full-charge bookkeeper. Non-smoker preferred. EEO Employer

BOOKKEEPER

Consumer Credit Counselors of Sacramento
2115 J Street, Suite #7
Sacramento, CA 95816
916/444-0740
Attn: Mr. L. Sweet
\$7.50+/hr DOE/DOQ, plus medical/dental & life insurance and pension after 3 mos. Send resume. Responsible for operating a computerized MIA BASIC 4 accounting system; make deposits, balance books, complete check reconciliations, and maintain journal entries, monthly closings & computerized financial reports. 40 hrs/wk Mon-Fri. 25-yr-old, non-profit credit counseling agency has 13 employees. Must be proficient in accounting principles, familiar with computerized accounting systems, and detail-oriented. No experience necessary, but must have well-founded training. H

Follow up on job leads without delay. Even if you learn of an opening late in the day, you should call the firm immediately to arrange an appointment. Waiting until the next day may be too late!

BOOKSTORE BOOKKEEPER

Los Rios Community College District
American River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Classified Personnel
\$17,494/yr plus 3 wks vacation & 17 holidays/yr and medical/dental insurance. Call between 7:30-2 Mon-Fri for more info and district application or stop by for app by 11/4. Handle all phases of accounting for college bookstore receipts & expenditures, and maintain a complete set of books for the fiscal operations of the store. Hrs 7:30-4 Mon-Fri. Requires completion of bookkeeping & accounting courses, 2 yrs experience as a full-charge bookkeeper, and ability to type 40 wpm. AA/EOE

CLUB ACCOUNTANT

Decathlon Club
3250 Central Expressway
Santa Clara, CA 95051
408/738-8700
Attn: Diana Sult / Club Accountant
\$1500/mo; xint bfts include free employee meals & employee/family memberships, 2 wks vacation, all holidays, 8 days/yr sick leave, and medical & dental ins after 1 mo. Call for info or send resume. Perform general bookkeeping w/ emphasis on restaurant acctg; do a/p and prep inventory sheets & daily cash register reconciliations. Hrs 8:30-5:30 Mon-Fri. Exclusive Santa Clara area health club, in business since 1980, features health facilities and restaurants. Req 10-key by touch, PC exp, 2+ yrs restaurant bookkeeping exp & strong organizational skills. College acctg a plus. Non-smoking office. EOE

DEPUTY DIRECTOR OF FINANCE ADMIN

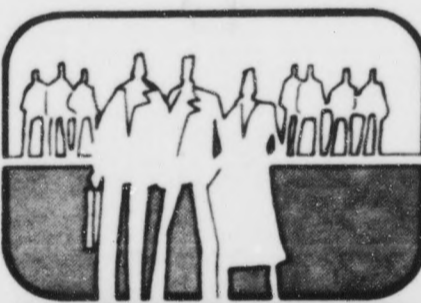
City of Beverly Hills
450 North Crescent Drive
Beverly Hills, CA 90210
213/285-1067
Attn: Human Services Office
\$60,000/yr + city paid PERS, medical/dental insurance, car allowance, and \$1500/yr flexible bft program. File city application; RTJJ. Under supervision of the director of finance administration, plan, direct & supervise the activities of the finance admin dept. Requires degree from an accredited college/univ in accounting, business admin, public admin, or related field; and 5 yrs responsible acctg exp (including 3 yrs in a mgmt position). MA in a related field and/or CPA certificate highly desirable. EOE M/F

SENIOR ACCOUNTANT

Hodskins, Simone & Searls, Inc.
120 Hawthorne Avenue
Palo Alto, CA 94301
415/327-3434
Attn: Linda Wysocki / Accounting & Ofc Mgr
\$30,000/yr DOE/DOQ, plus holidays, sick leave, medical/dental ins after 1mo, and vacation after 6 mos. Call for appt/send resume; RTJJ. Manage financial operations including bookkeeping, a/p, a/r, bank reconciliations, and quarterly profit & financial analysis. Hrs 9-5 Mon-Fri. Rapidly growing \$4 million advertising/public relations firm serves high-tech companies. Remodeled offices (non-smoking) offer a creative environment for talented staff. Must be a team worker with good communication skills. Prefer 5 yrs similar exp, college degree, CPA license, and Macintosh & EXCEL exp. EOE

SERVICE CASHIER

Elk Grove Ford
9499 Stockton Boulevard
Elk Grove, CA 95759
916/423-7000
Attn: Business Manager
Salary DOE/DOQ; benefits available. Call for appt. Accept customer payments and complete all phases of repair invoices. Hrs 9-6 Mon-Fri. New car dealership is located in a booming community just south of Sacramento. Must be customer-oriented, know 10-key, and be able to balance a cash drawer and work well under pressure. Bookkeeping experience very helpful. Non-smoking office.



Administration/ Management

ADMINISTRATIVE INTERN (part-time)

City of Temple City
P.O. Box 668
Temple City, CA 91780
818/285-2171
Attn: Personnel Department
\$5/hr. Send city app and detailed resume of training & experience; filing open. Perform a variety of admin tasks such as preparation of studies & investigations, collection & analysis of data, and preparation of admin reports in the office of the city manager. Program is intended to complement the student's educational exp and provide a broad understanding of local govt admin & operations in their final school year. Must have understanding of principles of public admin and be a participant in a college program in public admin, political science, or related field. CDL required. EOE

ADMINISTRATOR OF PERSONNEL SERVICES

Santa Cruz City School District
210 High Street
Santa Cruz, CA 95060
408/429-3833
Attn: Alberta Kline / Personnel Svcs Admin
\$50,306-58,712/yr + bfts. File district app by 5pm 12/2. Plan, organize, direct & administer certificated personnel recruitment, selection, classification, and employee training & development; oversee the certificated/classified personnel mgmt program; advise superintendent on personnel mgmt, and supervise other district personnel functions. FT, 220 days/yr. Req valid appropriate CA credential, ability to establish & maintain cooperative & effective employee relationships, demonstrated ability to represent superintendent, knowledge of matters related to position, and high performance standards. AA/EOE

Never belittle your personal achievements. In the job world, it is necessary for those who control promotions and salary increases to know about the job accomplishments of those they supervise.

DEPUTY DIRECTOR, PLAN REVIEW SERVICES

City of San Diego
Building Inspection Department
202 C Street / Mail Station 9B
San Diego, CA 92101
619/236-6120
Attn: Marsha Alesi
\$4500-5000/mo DOQ. File city app; RTJJ. Middle management position responsible for structural & non-structural plan review and supervision of 30 engineers. Must have a thorough knowledge of the Uniform Building Code, a minimum of 3 yrs supervisory management experience, registration as a civil engineer in CA, a strong commitment to giving good service to the public, and a minimum 5 yrs exp in a building inspection or similar agency. CA Structural License is desirable.

DIRECTOR OF COMMUNITY DEVELOPMENT

City of Huntington Beach
2000 Main Street (at Yorktown)
Huntington Beach, CA 92648
714/536-5492 or 536-2057
Attn: Personnel Division
\$5184-6420/mo + benefits including vacation, holidays, and group ins. File city app by 12/30; RTJJ. Direct, plan & organize the planning, zoning, land use & building safety functions for the city; explain new & revised programs to City Council, Planning Commission, and professional & lay groups; and establish & maintain liaison with various federal, state & county offices on development matters such as coastal, environment & general planning development. Req BA degree in planning, business/public admin or equiv exp & training (Master's degree desirable), and 5 yrs responsible exp in community development. EOE

GENERAL MANAGER

Theater Management Opportunity
P.O. Box 2154
Saratoga, CA 95070
Attn: Search Committee Chair
\$25,000+/yr DOE/DOQ. Send resume. Manage business, artistic & professional aspects of a regional, not-for-profit theater organization; interact with professional actors, serving the community & area businesses. Full-time. 13-yr-old San Francisco Bay Area organization, with a \$750,000+ annual budget, provides year-round education & production activities. Requires management experience (preferably in an arts organization) and ability to demonstrate leadership in all aspects of an organization. Education, interest & capability in business & artistic areas of theater desirable.

BUILDING OFFICIAL

Town of Los Gatos, CA (Pop 28,000; 50 miles south of San Francisco) Salary: Up to \$56,700/yr incl 7% PERS. Mgmt pay increases of up to 10% can be earned annually based on performance. Xint mgmt bfts package includes a cafeteria bfts program & car allowance. Under direction of the Town Mgr, directs the operations of the Building Dept req'd to enforce building regulations adopted by the Town & the State. Responsibilities include permits, plan checks & field inspections. Req a min of 60 units of advanced course work in related field & 5 yrs increasingly responsible exp including supervision. ICBO certification and BS degree desirable.

FINANCE MANAGER

Salary up to \$54,200/yr including 7% PERS. Mgmt pay increases of up to 10% can be earned annually based on performance. Xint mgmt bfts package includes a cafeteria bfts program & car allowance. Under direction of the Town Mgr & Asst Town Mgr, responsible for the total fiscal & accounting system for the Town of Los Gatos. This is the Town's only professional accounting position; supervises small para-professional accounting staff. Xint opportunity for an accounting professional to begin or expand their career in Municipal Finance Mgmt. Broad range of fiscal responsibilities. Req BS or equiv in Accounting, plus 5 yrs exp in govt accounting/finance (preferably in CA) including supervision.

APPLY BY: 11/21/88. For req application and supplemental questionnaire, contact: Town of Los Gatos, Personnel Dept, 110 East Main Street, Los Gatos, CA 95022 (408) 354-6801.

AA/EOE

INSTITUTIONAL SERVICES MANAGER

County of Sonoma
2550 Ventura Avenue
Santa Rosa, CA 95403
707/527-2331
Attn: Personnel Department
\$2522-3066/mo DOE/DOQ, plus vacation, holidays, sick leave, choice of 3 medical insurance plans, dental & vision ins, and deferred compensation. Send county application or call for more information; file by 11/14. Manage store-keeping, warehousing, janitorial, laundry, inmate commissary, inmate welfare, and mail service operations for the sheriff's adult detention facilities. 40 hrs/wk plus occasional overtime. Requires college coursework in business and public administration & supervisory experience in hospital, hotel, or detention facility operations. AA/EOE

MANAGER - HAZARDOUS WASTE DIVISION

EnsoTech
7949 Ajay Drive
Sun Valley, CA 91352
818/767-2222
Attn: Dr. Jeet Sabherwal / President
\$50,000+/yr + benefits (to be discussed). Call for appt or send resume; RTJJ. Supervise all company interactions with govt agencies; consult with a scientist, geologist & engineers; and handle computer-related communications. Hrs 8-5 Mon-Fri. Established 15-yr-old firm specializes in the remediation of contaminated soil & water. Req MA degree in a related field; 5 yrs exp in hazardous waste management; strong communication skills; knowledge of the rules & regulations governing the handling of hazardous waste materials; and an ability to make independent decisions. US citizenship required. EOE M/F/H/V

MATERIALS PLANNING MANAGER

Remco Hydraulics
934 South Main Street
Willits, CA 95490
Attn: Ms. Glenda Presley / Personnel Mgr
Salary negotiable plus full benefits after 30 days. Send resume. Produce & maintain a master schedule of all contract/project performance activities for job status reports and plan exception identification for corrective action; collect & integrate planned beginning and completion dates for purchasing & manufacturing. Flexible hrs 8-5 or 7-4 Mon-Fri. Manufacturer of hydraulic cylinders has been in business 30 yrs in the Willits area. Requires 4-yr college degree and 2-3 yrs exp in material requirements planning (MRP). Mapics I & II exp helpful; APICS certification desired.

SOLID WASTE MANAGER

Tulare County
2900 West Burrel
Visalia, CA 93291
209/733-8266
Attn: Personnel Department
\$2662-3247/mo. File required application form. New position responsible for administering County's solid waste management functions including the operation of disposal sites & transfer stations. Full-time. County encompasses Sequoia & Kings Canyon National Parks and offers a wide range of recreational activities and high-quality housing at affordable prices. Requires employment qualifications normally acquired by a BA in public or business admin, environmental health, or engineering; and 4 yrs increasingly responsible exp in a public or private solid waste management agency. EOE

SUPERINTENDENT - SOLID WASTE

City of Whittier
Civic Center
13230 East Penn Street
Whittier, CA 90602-1772
213/945-8200 x403
Attn: Personnel Department
\$2684-3683/mo + bfts including executive leave, paid holidays & vacation, sick leave, and term life & accidental death/dismemberment ins. File by 12/9. Plan, direct & organize the disposal of solid waste materials and operation & maintenance of City's sanitary landfill; and enforce local, state & federal regulations that govern the collection & disposal of solid waste materials. Req 4-6 yrs increasingly responsible maintenance, waste collection/disposal or construction exp; HS diploma or equiv; knowledge of standard equipment, practices & procedures of refuse collection/disposal; and CDL. EOE

☆☆☆☆☆☆☆☆☆☆

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Ext. R-2626

for current Federal list

☆☆☆☆☆☆☆☆☆☆

FINANCIAL

ASSISTANT FINANCIAL REPRESENTATIVE (Management Trainee)

The Morris Plan Company of California, a wholly owned subsidiary of Credit Thrift Financial, Inc., with more than 120 offices in California, currently seeks Assistant Financial Representatives in our Napa, Vacaville & Fairfield branches.

The individuals we seek will be confident, aggressive and possess excellent communication skills. Our Management Training program is the best in the business and provides opportunities to advance as far as your abilities and talents will take you.

We offer a complete benefits package, competitive salaries and pleasant working environments. If you are interested in being a part of our growth, please call:

Napa -	(707) 255-2390
Vacaville -	(707) 447-1500
Fairfield -	(707) 425-6471
Sacramento -	(916) 482-3510
Yuba City -	(916) 673-5450

**Morris
Plan** 
Thrift • Loans

THE MORRIS PLAN COMPANY OF CALIFORNIA

California's oldest and largest loan and thrift institution
Since 1916

Equal Opportunity Employer

Director of Affirmative Action University of California, Santa Cruz

Full-time/Career

The Director serves as the Campus Affirmative Action Officer, reporting directly to the Chancellor on all policy matters; serves as his liaison to system-wide administration; and maintains a reporting relationship with the Assistant Chancellor regarding operational matters.

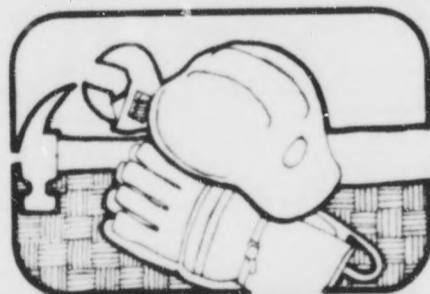
Requires a supplemental application to be considered; contact (408) 429-2011 for the form. Refer to job #88-09-22.

Salary: commensurate with qualifications and experience.

Please submit application/resume, completed supplemental app and salary history by 12/1/88 to the

UCSC Personnel Office
102 Communications Bldg.
Santa Cruz, CA 95064

EOE



Construction/ Building Trades

BLOCK LAYERS

Atlas Masonry
P.O. Box 927
Soquel, CA 95073
408/479-0991
Attn: Joe Green / Owner
\$17-20/hr DOE, plus medical ins after 6 mos. Call for more info. RTJJ. Work at different commercial construction sites laying & setting concrete blocks. Hrs 7-3:30 with possible overtime. Small company is a sole proprietor specializing in commercial construction projects in the South Bay Area. Requires 4-5 years journey-level background with commercial building experience as a block layer; transportation, some tools, and access to a phone. Must be a team worker. EOE

BUILDING OFFICIAL

City of Tracy
325 East 10th Street
Tracy, CA 95376
209/836-2672
Attn: Personnel Office
\$2816-3424/mo plus city-paid PERS & social security bfts. File required city application by 5pm 11/18. Division head position reports to the community development director. Oversee a staff of 9 in a rapidly-growing city. Supervise and inspect residential/commercial construction, and review plans & specifications to ensure compliance with safety codes. Opportunity for career growth. Full-time, 40 hrs/wk Mon-Fri. Requires 5 yrs experience inspecting public, commercial, industrial & residential buildings. Must be able to obtain an appropriate ICBO certificate and a valid CDL. AA/EOE

CABLE TELEVISION INSTALLER

Nacom Corporation
7846 Fair Oaks Boulevard
Carmichael, CA 95608
916/944-2945
Attn: Bill Pickett / Area Manager
\$300-600/wk realistic potential (on piecework basis). Call for appointment. RTJJ. Perform residential TV cable installations in the Sacramento area as a subcontractor. Keep daily records and use own van/truck & tools. 40 flexible hrs/wk. 14-year-old firm is a leading nationwide cable TV contractor. Requires HS graduate with cable TV installation experience, CDL, insurance, and DMV printout. Must be personable, professional, self-motivated and have a clean appearance. Electrical background a plus. US citizenship required. AA/EOE

CABLE TV INSTALLERS

R.T.K. Corporation
(cable contractor)
3125 Firestone Boulevard
Southgate, CA 90280
213/567-9387
Attn: Chet Gravatt / President
Wages paid by the job. + possible bfts provided by subcontractors. Call for appt. RTJJ. Handle all facets of cable installation including aerial, underground, residential drops, and apt buildings (MDU). Installations serve San Diego, Southgate, and Orange & LA Counties. Travel required. Full-time, 6 days/wk from 7:30. Worldwide cable contractor, in business 17 yrs, also handles all types of public communication jobs and works with 500-600 subcontractors. Must have white truck/van; own tools pref (willing to help hard worker with purchase of equipment & liability ins). Will train right person. AA/EOE

CABLE TV MAINTENANCE TECHNICIAN

King Videocable Company
P.O. Box 490
San Andreas, CA 95249
Attn: Bryan Wade / Chief Technician
Negotiable salary DOE, plus vacation, holidays, sick leave, and medical insurance. Send resume. No phone calls please. Cover geographical district following up on service calls to troubleshoot system maintenance problems; and make service calls to install systems & expand services. Hrs 8-4:30 Mon-Fri plus stand-by & on-call time required. Company operates in a number of communities in areas from Arnold & Angel's Camp to Plymouth. Requires DMV printout, and experience in cable installation, maintenance & troubleshooting, and pole climbing. EOE

CEILING INSTALLER

Sound Design Acoustics
Santa Clara, CA 95051
408/248-6995
Attn: John Kelly / Manager
\$7.50/hr DOE/DOQ, plus health insurance avail. Call for information & appt to be scheduled at job site. RTJJ. Install suspended ceilings in commercial buildings. Use ladder, drills and various hand tools to place tiles in metal grids. Full-time opportunity for this ceiling installation company. Hrs 7-3:30 Mon-Fri. Requires own truck. Must be dependable & hardworking. Willing to train.

ESTIMATOR / PROJECT MANAGER

Watkin & Bortolussi, Inc.
77 Larkspur Street
San Rafael, CA 94901
415/453-4691
Attn: Phil / President
Salary DOE/DOQ, + vacation, holidays, and health ins. Call for more info or send resume & salary history/reqs. RTJJ. Work on large-scale projects including take-offs, costing out construction jobs and purchasing materials; use the latest in computer technology to determine the most cost effective method of building a project. Hrs 8-5 Mon-Fri. General & landscape contracting firm specializes in public parks and highway site prep, grading, drainage, irrigation & planting. Must be hardworking and dedicated. Will train. Prefer computer exp. Knowledge of construction purchasing & project management a plus. EOE

FIRE SPRINKLER INSTALLER / FOREMAN

Monterey Fire Sprinkler
320 San Benancio Road
Salinas, CA 93908
408/649-1008
Attn: Lea / Owner
\$6-13/hr DOE. Call for appointment. RTJJ. Read installation plans; install & repair fire sprinklers; supervise crews; and coordinate work flow for well-established, growing residential/commercial fire sprinkler company. Hrs 7:30-4 Mon-Sat. Requires 5 yrs experience in field, thorough knowledge of fire code, and good physical condition.

FOREMAN FENCE INSTALLER

AAA Fence
2746 Scott Boulevard
Santa Clara, CA 95050
408/727-5465
Attn: Scott Hutchings / President
\$10-15/hr DOE/DOQ. Apply by mail or phone. RTJJ. Install chain link fence, supervise co-workers, and work with customers to satisfy their particular needs. Full-time opportunity with this 10-yr-old South Bay firm. Hrs 7-4 Mon-Fri. Must have 3-5 yrs exp as foreman for fence installation and a clean driving record.

HEAVY EQUIPMENT FOREMAN

Environmental Geotechnical Services
6707 Cherry Avenue
Long Beach, CA 90805
213/428-0288
Attn: Harold Durbin / VP of Engineering
\$32,000-66,000/yr + xint bfts. Call for appt or send resume. RTJJ. Supervise 3-8 people, operate backhoe, dumptruck, drilling rig, or excavator; remove & install underground storage tanks; and help with soil remediation. Hrs 6:45-5 Mon-Fri (Sats optional). Firm has new state-mandated HAZ contractor's license for remediation/removal of hazardous waste, and liability/errors & omission insurance for employees. Req ability to write job descriptions, general supervisory experience, DMV printout, and transportation. If you are a stickler for details and documentation, we want you! EOE M/F/H/V

OFC PARTITION INSTALLER / CREW CHIEF

John Ruth Corporation
2175 Stone Avenue, Suite 9
San Jose, CA 95125
408/295-7700
Attn: Diana Callahan / Vice President
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application. RTJJ. Oversee, service & install modular office partitions. Req frequent travel in company car. 40+ hrs/wk. Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Blueprint reading exp a plus. Right to work required. AA/EOE M/F/H/V

When constructing a resume, remember that it should be a focused summary of your qualifications for the particular position you're seeking.

PAINTER

California State University, Hayward
Plant Operations
25800 Carlos Bee Boulevard
Hayward, CA 94542-3026
415/881-3634
Attn: Personnel
\$2269-2487/mo DOE/DOQ, plus excellent benefits including vacation, sick leave, medical/dental, vision & life insurance, and use of campus facilities. Send resume or call. Perform a full range of skilled painting duties primarily involving patching, flash painting, and working on interior surfaces of campus facilities; prepare surfaces, tape, finish, drywall, stain wood, and service & assist with sandblasting and airless spraying. 40 hrs/wk; day shift. Requires demonstrated achievement of journey-level skills equivalent to that achieved on apprenticeship. AA/EOE



**Earn \$1190
weekly**

**Large California Industrial
Construction Company**

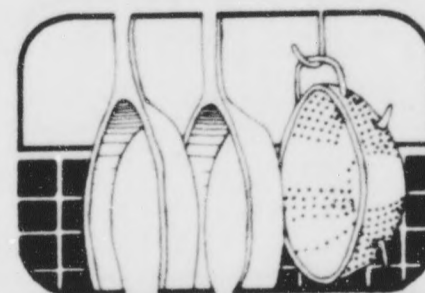
Looking for the following:

- ◆ Pipe fitters
- ◆ Iron Workers
- ◆ Welders
- ◆ Industrial carpenters
- ◆ Equipment operators
- ◆ Electricians
- ◆ Laborers

Minimum 5 years experience in
New

construction industrial plant work

Call for interview (707) 642-1615



Culinary/ Restaurant

COOK

Eppie's Restaurants
1716 L Street
Sacramento, CA 95814
916/443-2848
Attn: Store Manager
\$6.00/hr DOE, plus vacation after 1 yr, bonus prizes (including trips), and recruitment & safety bonuses. Apply in person between 2-4pm at any Eppie's location. Perform a variety of duties from line cooking to prep work for this well-known Sacramento restaurant chain with a friendly, home-style environment. FT or PT flexible positions, swing (between 2-10pm) or graveyard (between 10pm-6am or 11pm-7am) shifts. Must be organized, dependable, and work well with others. Experience preferred, but will train the right individual.

Learn from the mistakes
of others; you may not live
long enough to make them
all yourself.

COOK, SAUTE

Alhambra Fuel & Transportation
1310 Alhambra Boulevard
Sacramento, CA 95816
Attn: Manager
Hourly salary DOE. Apply in person between 3-5pm Mon-Fri. Perform a variety of duties including saute & broiler cooking and butcher work. Full-time flexible hrs & days (variable shifts). Restaurant offers fine dining featuring Southwestern cuisine from a large mesquite grill, banquet services, and a bar. Requires 3 yrs saute experience. Butcher & broiler experience preferred. EOE

COOKS

Marie Callender's Restaurant
2090 Diamond Boulevard
Concord, CA 94520
Attn: Manager
\$5/hr to start DOE. Apply in person between 2:30 & 3:30 Mon-Fri. Family-style restaurant, part of a nationwide chain, seeks individuals to prepare food and perform various related kitchen duties including prepping, grilling, frying & broiler cooking. Full & part-time; all shifts available. No experience necessary; will train. EOE

CREWMEMBER

Burger King
403 Mace Boulevard
Davis, CA 95616
916/756-5249 or 678-6800
Attn: Manager
\$4.25+/hr DOE, plus meal discounts and free uniforms. Apply in person between 2-6pm at our Davis, Dixon, or Vacaville locations or call for more information. Perform various duties including cashiering, cooking, operating drive-thru window, and light cleaning. Full or part-time position with flexible day or night hrs. Our fast-food restaurant has a friendly staff that provides quality food & service. Must be dependable, enthusiastic, and enjoy a fast-paced work environment. No experience necessary; will train.

Planning/Construction Inspector

Salary \$28,000-34,000/yr depending on experience. Plus excellent benefits including medical/dental & life insurance, and pension.

Requires:

- 5 yrs exp in construction design and planning.
- Ability to read and interpret plans and specs.
- Knowledge of topography, landscape & drainage.
- Xint communication skills.

Send resume to:

**Rancho Murieta Association
7220 Murieta Drive
Rancho Murieta, CA 95683**

No calls, please
EOE

CREWMEMBERS

Naugles Restaurants
2234 El Camino Avenue
Sacramento, CA 95821
916/922-9208
Attn: Manager
\$4.25-5/hr DOE, benefits available after 6 mos. Apply in person at any Sacramento, Stockton, or Lodi Naugles store. Looking for people with management potential. Perform various duties including cashiering, cooking, and operating drive-thru window. Sacramento, Stockton & Lodi area Naugles Restaurants promote from within. Full-time graveyard & closing shifts available. Must be mature & career-oriented. No experience required.

DISHWASHER

Woody's Classic Cookhouse
& Cowabunga Bar
2751 Fulton Avenue
Sacramento, CA 95821
916/485-4886
Attn: Manager

\$4.50/hr DOE. Apply in person. Wash dishes, clean up kitchen, and perform general janitorial duties. Full-time; days & nights available. Woody's has 2 locations and a theme atmosphere. Will train. EOE

"To avoid criticism do nothing,
say nothing, be nothing."
-Elbert Hubbard

DISHWASHER

Carlos Murphy's Restaurant
1801 Exposition Boulevard
Sacramento, CA 95815
916/924-3447
Attn: Gary / Kitchen Manager
\$4.50/hr to start plus vacation after 1 yr and medical insurance. Call for appt or apply in person between 2-4pm. Clean & maintain storage areas, perform general inside & outside maintenance, and clean dishwashing station daily. Full & part-time; choose from all shifts! Unusually entertaining bar & restaurant offers challenging opportunities for leadership & growth. Must be well-organized. Prefer a self-motivated individual with the ability to work alone.

LINE COOKS

Denny's Restaurant
6401 Mack Road
Sacramento, CA 95823
916/689-2011
Attn: Manager
\$5/hr DOE, plus full benefits including 7 vacation days after a yr and medical, dental & life insurance. Apply in person Tues between 2-3pm. Perform a variety of duties including cooking, prep work, and light janitorial jobs. Full & part-time, all shifts available (days, evenings & graveyard). National chain restaurant & coffee shop is open 24 hrs/day. Must be able to work well with others. Prefer knowledge of food preparation, storage, and quality control & sanitation practices.

Restaurant Managers Assistant Managers

for high volume
steakhouse restaurants
in the Sacramento area.

Send resume to:

c/o CJJ Dept L29
P.O. Box JOBS
Sacramento, CA 95841

RESTAURANT MANAGEMENT

SKIPPER'S, the West's largest quick serve seafood restaurant chain, is now seeking a limited number of entry level and experienced mgmt personnel for Sacramento and San Joaquin Valley locations.

Skipper's offers a structured training program, competitive salary, incentive and fringe benefits, along with career growth opportunities.

If you desire to be part of a winning team with excellent employee recognition, please send a resume in confidence to:

Skipper's®

Skipper's, Inc.
Personnel Manager
P.O. Box 6849
Bellevue, WA 98007

EOE

Join Our Team of Employment Professionals!

If you'd like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- ◆ \$1000/mo. salary plus commissions on all sales after training. First-year earnings up to \$25,000. Excellent benefits after 120 days, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- ◆ Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- ◆ As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- ◆ Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- ◆ Full-time positions require previous personnel, customer service, or heavy telephone experience. Strong people skills, professional appearance, good spelling and grammar, and math aptitude also necessary.
- ◆ We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Join our professional team of employment specialists!
Apply in writing with complete
work and salary history to:

**California
Job
Journal**

Karri Martin/Personnel
2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

LINE COOKS

Mace's Restaurant
501 Pavillion Lane
Sacramento, CA 95825
Attn: Matt Soga

\$5+/hr DOE. Apply in person between 2-4pm, 7 days/wk. No phone calls please. Perform a variety of cooking duties including grilling, broiling and some sauteing of seafood, meats & poultry. Full-time evening hrs. Contemporary restaurant offers fine dining and is located in The Pavillions shopping center off Fair Oaks Blvd and Howe Ave. Some broiler cooking experience helpful. EOE

PREP/LINE COOKS

Jake's Sports Bar & Cafe
7217 Greenback Lane
Citrus Heights, CA 95621
916/969-4474
Attn: Manager

Up to \$5.25/hr DOE. Apply in person between 2-5, seven days/wk at above location or 535 Howe Avenue, Sacramento. Perform a variety of duties from line cooking to prep work. We're always looking for "premium" people. Full or part-time, all shifts available. Privately owned, 2 location establishment (formerly Flakie Jakes) is Sacramento's finest sports bar & restaurant. Will train. EOE

RESTAURANT MANAGER

H & H Pizza, Inc.
Round Table Pizza
31 East 6th Street
Tracy, CA 95376
Attn: Personnel

Salary DOE, plus benefits available. Send resume. Perform a variety of duties including scheduling, training & overseeing staff in the capacity of manager, assistant manager & manager (trainee). Looking for people to work in new & existing restaurants in the East Bay Area. Full-time, flexible hrs & days. Franchise restaurant has 22 stores from Tracy to Oakland and in the East Bay Area. Experience in management preferred, but not required. EOE

**RESTAURANT CASHIERS**

Sun Garden Restaurant
at WOZZ Amusement Park
500 Orange Drive
Vacaville, CA 95687
707/446-3939
Attn: Personnel

\$4.25/hr DOE. Call for more info or apply in person between 9-5:30 Mon-Fri. Perform cashier duties including money handling, operating cash register, and other duties as assigned. Two shifts available between 6am & 11pm. New quality-oriented, full-service restaurant is located in the WOZZ Amusement Park. People skills a must. Experience preferred, but will train.

RESTAURANT MANAGER

El Caballo Restaurant
67 Jack London Square
Oakland, CA 94607
415/835-9260
Attn: Manager

Salary DOE, plus medical/dental insurance. Send resume. Schedule, supervise bar & dining room, oversee customer service, and supervise a staff of 65. Full-time flexible position, 10-hr days. Located in the famous Jack London Square, restaurant has been in business 11 yrs and serves a fine Mexican cuisine. Requires minimum 2 yrs restaurant management experience.

SALAD BAR HELPERS

Sizzler Steak, Seafood & Salad
4124 Florin Road
Sacramento, CA 95823
916/391-4124
Attn: Manager

\$4/hr DOE/DOQ. Apply in person or call for more information (may also apply at 5815 Madison Ave or 2204 Sunrise Blvd). 241-seat family restaurant with a friendly atmosphere seeks energetic, motivated people who are interested in a permanent position on Sizzler's quality team. Basic pantry position includes prepping food and cleaning the salad bar. Day & evening positions available. Must be willing to work flexible hrs. Great opportunity for advancement; will train!

SHIFT SUPERVISOR (part-time)

Taco Bell
Cordelia Junction
4401 Central Place
Suisun City, CA 94585
707/864-8734
Attn: Negai

Salary DOE. Call for appointment. Responsibilities include general supervision of a shift of 5-10 employees, ensuring quality service & cleanliness, handling cash control & audit, and performing administrative duties. PT flexible hrs; 3 days/wk to start (can become 5 days/wk if desired). Restaurant, located at the Cordelia Junction off Interstate 80, is a member of a large chain and has 40 employees. Must be energetic, motivated, and work well with others. Taco Bell experience a plus. Fast food experience helpful, but not required. EOE

WAITER / WAITRESS

Denny's Restaurant
3520 Auburn Boulevard
Sacramento, CA 95821
916/481-1357
Attn: Manager

\$3.50/hr plus tips; vacation and medical & life insurance after 9 mos. Apply in person between 3-5 Tue, Wed & Thu. Serve food and cocktails (beer & wine), wait tables, and provide general customer services for this national chain restaurant. Full & part-time day, night & graveyard shifts available. Must be friendly and personable. Experience preferred, but will train the right person. EOE

WAITER / WAITRESS

Happy Steak Restaurant
5060 Stockton Boulevard
Sacramento, CA 95820
Attn: Manager

\$4.25/hr plus tips. Apply in person. Privately owned, family-style restaurant seeks individuals to serve food & beverages, handle orders, and provide customer service. 1 full-time day shift and 2 part-time evening-shift positions available. Must be well-groomed and personable. No experience necessary; will train. EOE

WAITER / WAITRESS

Sizzler Steak, Seafood & Salad
4124 Florin Road
Sacramento, CA 95823
916/391-4124
Attn: Manager

\$3.50/hr plus lucrative tips (\$75-100/night average), half-priced meals, medical & dental ins provided after 90 days for FT employees, and paid vacation. Apply in person or call for more information. Sizzler, a family-oriented restaurant (seating 241), is currently seeking individuals interested in a permanent position serving food, beer & wine. Great opportunity for advancement; we promote from within! Full & part-time day & evening positions available. Must have a great personality, good people skills, and be willing to work flexible hrs

Special Education Teachers

\$20,610 - 29,884 +

M/D/V/STRS, income protections

▲ RST — Resource Teacher —

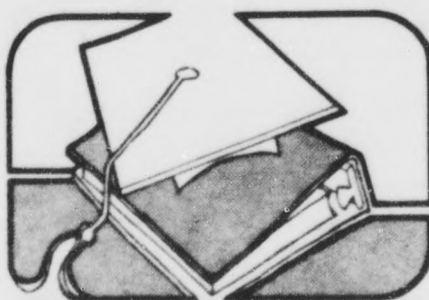
Work directly with students in a pull-out program.

▲ Special Day Class Teacher —

Work with special education students, ages 3-21, in a self-contained classroom. Requires appropriate credentials.

To apply, contact:

Bobbi Clausen
Director of Personnel
Del Norte County Schools
301 West Washington Blvd
Crescent City, CA 95531
(707) 464-6141

**Education****AGRICULTURAL VOCATIONAL INSTRUCTOR**

California Human Development Corporation
761 A&B Eubanks Drive
Vacaville, CA 95695
800/624-0814
Attn: Personnel

\$20,813/yr + xint bft pkg. Send resume by 11/10. Instructional work/teaching position. Develop & implement training program to upgrade farm workers' skills in farm equipment maintenance, pesticide app & job safety (conducted from a mobile training unit). Extensive travel thruout Northern CA req'd. Approx 40 hrs/wk. Non-profit, federally-funded program for migrant/seasonal farm workers. Req BA in agriculture or related field or min 3 yrs exp as farm supv; skills training in agricultural equipment maintenance & job safety; valid CDL; and car ins. Must be bilingual in English/Spanish or Punjabi. EOE

COUNSELING ASSISTANT

Rancho Santiago Community College District
17th Street at Bristol
Santa Ana, CA 92706
714/667-3320
Attn: Personnel Services

\$1444-1844/mo + bfts. Call/visit between 8-5 for district app; file by 5pm 11/10 (postmarks not accepted). Under general supervision, assist credentialed counselors, interview & counsel students, and perform clerical/other duties. 40 hrs/wk, 12 mos/yr. Req any training/exp equiv to 6 mos exp in a position with considerable public contact; knowledge of psychology, good English, college procedures/programs, resources for handling problems, counseling, etc procedures; ability to interview/assist students, maintain effective relationships, follow instructions, perform office duties; and right to work. AA/EOE

**Recreation Supervisor/
Child Care**

Salary: \$10.21 - 12.42 per hour. A regular part-time position in recreation department coordinating the city's after-school child care program. BA in education or child development desirable with professional experience.

Apply with city application to:

Personnel Office
City Hall, 300 First St, 2nd floor
Woodland, CA
by 4 pm 11/4/88. EOE
CITY OF WOODLAND

INSTRUCTORS (part-time, temporary)

Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Certificated Personnel

\$28,000-40,000/yr (prorated per lecture hr). Write/call between 7:30-2 Mon-Fri for info and district app. Apps are invited for ALL areas of instruction taught in the district (applying for a PT or temporary position does not in any way commit candidate or district). Academic subjects require credential and master's degree (or current enrollment in a master's degree program). Vocational subjects req credential eligibility (based on work exp in subject & education). Eligibility consists of AA + 4 yrs work exp in subject, BA/BS + 2 yrs work exp, or master's degree in subject area. AA/EOE

LECTURER (temporary)

University of California
Division of Environmental Studies
2132 Wickson Hall
Davis, CA 95616
916/752-6750
Attn: Lola Brocksen / Administrative Asst

Salary negotiable DOE/DOQ. Call for more information and expanded course description, apply by 11/11. Teach upper-division ecology courses EST 116 & 116G, an introduction to physics, chemistry, geology, and biology of the oceans. Work hrs per class schedule, temporary assignment, winter quarter (1/3-3/24/89). Requires master's degree or PhD and demonstrated effectiveness in teaching university-level courses in above subjects. AA/EOE

LIBRARIAN I / II

Tulare County
2900 West Burrel
Visalia, CA 93291
209/733-6266
Attn: Personnel Department

\$1528-2162/mo DOE/DOQ, plus benefits. Obtain application and file by 1/3/89. Tulare County seeks a reference librarian for the Visalia Public Library branch. Determine community interests, collect & analyze information, and assist with library needs. 40 hrs/wk. Requires knowledge of reference works, advisory services, library materials available for adults & children, and general library cataloging rules & procedures; and ability to communicate effectively with a variety of people. Level II requires 1 yr level I experience. Equal opportunity employer.

We Need

• Teachers/Teacher Aides
(FT/PT)

• Substitute Teachers at:

KIDS ON CAMPUS

A nonprofit child care organization with 6 centers in Stockton, each with 6 teachers, 6-12 aides, with children 3-12 years of age.

TEACHERS/SUBS - \$6.92-9.23 per hr DOE/DOQ. Children's center instruction permit.

TEACHER AIDES - FT/PT-\$4.75-5.75 per hr DOE/DOQ. ECE experience preferred.

Submit resume or call:

Sue Darst, Program Director
KIDS ON CAMPUS
2850 East Lafayette Street
Stockton, CA 95205
(209) 943-5371

MONTESSORI TEACHERS (2)

Heads Up!
445 East Charleston Road, Suite 9
Palo Alto, CA 94306
415/424-1221
Attn: Susan

\$1200-1800/mo DOE/DOQ, plus medical ins and paid vacation. Call for appt & information or send resume. RTJJ. Plan curriculum 2 hrs/day & teach in an excellent working environment using the Montessori method to encourage self education. Full-time positions available in Palo Alto and San Jose. Hrs vary, Mon-Fri. Req Montessori certification. Exp preferred, but not necessary.

PROJECT COORDINATOR -**MOBILE HIGHER EDUCATION CENTER**

Rancho Santiago College
17th Street at Bristol
Santa Ana, CA 92706
714/667-3320
Attn: Personnel Services

\$2149-2742/mo DOE/DOQ, plus excellent benefits. Call for more information and application form; file by 11/17. Establish liaison with community groups and organizations; schedule and make logistical arrangements for mobile center; arrange for advertising and on-site & general publicity; supervise center staff; and monitor budget. Involves travel within the district. 40 hrs/wk Mon-Fri. Requires BA degree, 2 yrs experience as a paid employee with exp in a college/university setting or with a community-based organization which provided exp relating to this position, and CDL. AA/EOE

INSTRUCTORS

Three full-time Basic Skills instructor positions in Reading, English, ESL & Math. Reqs: Teaching exp & MA in English, Reading, ESL, Math; or teaching experience & MA in Education with specialization in Reading, ESL, Special Education, or Math. Must possess or be eligible for community college instructor credential. These positions are contingent upon funding. Closing date: 11/10/88.

For position description and application contact:
(209) 474-5059

San Joaquin Delta College
Personnel Office
Admin. Bldg. Room 202
5151 Pacific Avenue
Stockton, CA 95207

**Language Speech &
Hearing Specialist
in Amador County**

\$20,521-37,303 + \$300 for master's (87-88 schedule) M/D/V/L for employee; family coverage available.

Duties are to screen and/or evaluate students to determine which children need therapy & provide written diagnoses of each child in need of speech and/or language services; recommend students to IEP team and serve on team as necessary. Conducts conferences with parents and school & other professional personnel to require necessary information for complete appraisal of students' communicative abilities and needs; provides therapy as scheduled and within limits of state requirements regarding maximum case-load and as prescribed by individual needs of students. Valid California special education credential required.

**Resource Specialists
Full-time & half-time
in Tuolumne County**

\$20,521-37,303 + \$300 for master's (87-88 schedule) M/D/V/L for employee; family coverage available. 37.5-hr weeks.

Provide, to parents and regular staff members, consultation, resource information, and material regarding individuals with special needs; provide direct instruction to pupils according to individual instruction plan; assess pupil's program on a regular basis, revising IEPs as appropriate and referring, to educational assessment service, pupils who do not indicate appropriate program; and serve on county office IEP team as necessary. Valid CA special education credential required.

Teachers**Severely Handicapped (2)**

\$20,521-37,303 + \$300 for master's (87-88 schedule) M/D/V/L for employee; family coverage available. One position each in Amador and Calaveras Counties. 37.5-hour weeks.

Establishes IEP (ie, goals and objectives and/or individually identify activities and materials needed to achieve goals and objectives.) Plans for efficient utilization of school and community support; provides instruction for each individual according to the level of achievement and ability toward preestablished objectives in a self-contained classroom. Need valid California special education credential.

To apply, contact:

Kathy Bettger
Personnel Assistant

Calaveras County Schools
Box 760, Altaville, CA 95221
(209) 736-4662

**THE UNIVERSITY OF SAN FRANCISCO**

Jesuit Education since 1855

STUDY IN SACRAMENTO**Master of Human Resources
& Organization Development**

An intensive program meeting one evening each week in Sacramento. If you are a manager, administrator or HRD specialist and are willing to work intensively for 18 months, this program may be of interest.

ATTEND THE ORIENTATION

Tuesday, November 8, 1988, 6 pm

601 University Avenue, Suite 155, Sacramento, CA 95825
(916) 920-0157



**MERRYHILL
COUNTRY
SCHOOLS**

**PRESCHOOL TEACHERS /
PRESCHOOL-ELEMENTARY SUBSTITUTES**

Merryhill Country Schools
2730 Eastern Avenue
Sacramento, CA 95821
916/485-2177
Attn: Renee Reale / Personnel Director
Salary commensurate with exp and qualifications. Send letter of app, resume & transcripts. Teachers develop & implement daily lesson plans, and care for & supervise children. Substitute teachers implement existing lesson plans and work on-call. FT, PT & long-term substituting opportunities available. Growing private preschool has 15 locations in SACRAMENTO, ROSEVILLE, ELK GROVE, and MODESTO, and is hiring for schools in ROCKLIN, NORTH ROSEVILLE, DAVIS, STOCKTON, NOVATO, and SANTA ROSA. Full & part-time positions available. Must meet Dept of Social Service's ECE requirements. EOE

If you are bored in your present line of work, you may want to consider a career change. It's foolish to remain in an occupational field you chose as a youth, if it doesn't satisfy your needs as an adult.

TEACHERS (part-time)

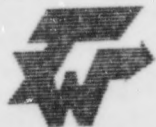
Bright Beginnings
330 Golden Hinde
Corte Madera, CA 94925
415/924-1677
Attn: Laura/Director or Gayle/Office Asst
\$6-7.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities, and supervise up to 3 teaching assistants for infant to pre-kindergarten-age children (age depends on assignment). PT, 8-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7yrs. Requires minimum 6 ECE units. Some experience working with children preferred.

**THERAPEUTIC CHILDCARE COORDINATOR /
PARENT EDUCATOR**

Family Resource Center
Search Committee, CCC
500 Hilby Avenue
Seaside, CA 93955
Attn: Child Care Coordinator
Salary DOE, plus vacation, holidays, sick leave, and medical/dental ins offered after 3 mos. Send letter of application, resume, and 3 references. New position for visionary MA/MS in counseling, social work, related field, or equivalent for therapeutic childcare program. Facilitating parent education class and supervised therapeutic childcare center. FT position, Mon-Fri. Family Resource Center is a non-profit, child abuse prevention and treatment agency. Experience in early childhood education, staff supervision, public relations, and program development a must. Must be organized. EOE

TODDLER/INFANT TEACHERS (4)

Heads Up!
445 East Charleston Road, Suite 9
Palo Alto, CA 94306
415/424-1221
Attn: Susan
\$6-8/hr. DOE/DOQ. Call for appt & information or send resume; RTJJ. Work in conjunction with Montessori teacher to instruct classes of infant to preschool-age children in an excellent working environment. Part & full-time positions available in Palo Alto and San Jose. Hours vary, Mon-Fri. Req at least 12 ECE (early childhood education) units or a BA degree in childhood education. Exp preferred but not necessary.



TRAVEL WEST ACADEMY

TRAVEL INSTRUCTOR

Travel West Academy
1812 Tribute Road, Suite H
Sacramento, CA 95815
916/921-9010
Attn: Sharon Sequeira
\$5-7.25/hr DOE/DOQ, plus medical insurance. Call for appointment or send resume. Teach travel industry classes using an established curriculum; deliver lectures, evaluate progress, and correct papers & tests. 40 hrs/wk (class hrs are 8-3 Mon-Fri). Travel West Academy has been providing trained travel agents and airline computer operators to the industry for nearly 2 yrs. Req HS diploma, 5 yrs travel industry experience (college can substitute for some exp), and knowledge of airline computer systems (preferably System I), ticketing/tariff regulations, and sales & teaching exp. AA/EOE

When William Washburn joined a major aerospace firm as an engineer in the late 1960s, he figured he had a bright future ahead. And, indeed, for the next decade he steadily ascended the corporate ladder, until he found himself appointed director of a major aircraft project.

For a while, the 42-year-old was elated, of course. But then, within a couple of years, he began looking forward to his next promotion and a new set of challenges. Five years later, he still hadn't received the promotion - despite the fact that his boss had rated him "excellent" in annual evaluations every year.

Washburn, who had never run into any serious roadblocks before, soon began to question his abilities as he became more and more disillusioned with his career. At home, meanwhile, he increasingly found himself arguing and bickering with his wife and two daughters.

Indeed, it didn't take long before he began to wonder if it was all worth it, whether it wouldn't be better to find another job or begin a new career.

Eventually, he decided to visit a career counselor. And that turned out to be one of the best decisions he ever made. As he puts it: "I realized that I was not alone, that as you move upward in a large organization, there become fewer and fewer opportunities for promotions. In the past, I had always put a lot of emphasis on rising to the top, but I realized that I needed to rechannel my energy into other areas like personal growth and helping others in my department become more proficient."

A Growing Problem

At one point or another, most individuals must realize they have reached a plateau in their professional lives. And while there is no shortage of reasons why, the results almost always are the same: depression, anxiety, and despair.

"It's one of the most serious issues facing management and individuals," says Michael Driver, a professor of management and organization at the University of Southern California and chairman of Decision Dynamics, a Los Angeles firm that specializes in career development. "And in terms of human and monetary costs, the result is startling."

According to a study conducted by Driver, fully half of all managers presently find themselves stuck at a career plateau. In

addition, millions of others from virtually every other segment of the workplace - computer programmers, assembly line workers, secretaries, bank tellers, even those who run their own business - see themselves in the same light."

And Driver believes the problem is only going to grow worse as baby boomers further clog the corporate ladder during the next 25 years. "In the past, the answer has always been expansion. Now, the business world is having to adjust to little or no growth and a lot of foreign competition. Add to this a higher mandatory retirement age, and it's clear that the squeeze is on."

Defining Success

Yet mathematics is only part of the overall problem. At the heart of the issue, says James R. Larson, an associate professor of psychology at the University of Illinois at Chicago, is an attitude a large number of us choose to embrace. "The majority of people define success in terms of their career mobility. As they find themselves moving up they feel good about

it. Then, all of a sudden, they stop moving up. And that's a hard pill to swallow."

Driver calls these people linear careerists. His research indicates they account for 69 percent of the managerial workforce. "They are people who have a very serious, structured outlook; some are workaholics. They need a set of measuring steps with constant rewards to make themselves think they are successful. Most are highly competitive and have a constant need to achieve."

Age and sex have very little to do with the phenomenon, notes Larson, "but it usually occurs 10 or 15 years after one takes a job." Adds Fred W. Vondracek, associate professor of human development at Penn State University and coauthor of the book *Career Development: A Lifespan Developmental Approach*: "The great increase in people looking for second careers and experiencing mid-life crises coincides with a plateauing process."

Of course, linear careerists aren't the only ones in the workforce. On the other side

of the fence are people Driver describes as steady-states. A classic example are those who work in government service. These individuals generally don't define their life entirely by their job. And many of them would rather do what they like than take a promotion and do something they don't particularly enjoy. They account for about 7 percent of the workforce.

The remainder of the population falls into two basic categories: spiral careerists, who actually change careers or jobs within a company several times (they comprise 20 percent of the workforce), and transitory job-hoppers, who move regularly from one company to another (4 percent of all individuals fit this category).

Naturally, the group Driver and other experts are most concerned about are the linear types. After all, "there's no doubt that all this has a profound effect on productivity," he explains. "It is a terrible waste of money from the standpoint of corporate efficiency when people become disillusioned and dissatisfied with their jobs. Not only does their job performance drop, but they start hurting other people around them."

Further compounding the problem, many successful high-level executives have trouble relating to the phenomenon, since they have never had the personal misfortune of encountering it. As Driver explains: "Those who must initiate these changes are the fortunate few who have already made it to the top. They can't help but see the others as losers."

And to a large extent, they are. Many wind up with serious physical and psychological problems as a result of their stagnation. Says Penn State's Vondracek, "The worst thing that can happen is for someone to plateau and do nothing about it. They will very likely go straight downhill. Why? Because they lose the excitement of having something to aim for."

Indeed for those who wind up in the bottleneck, heart attacks, high blood pressure, and a myriad of other health concerns can result.

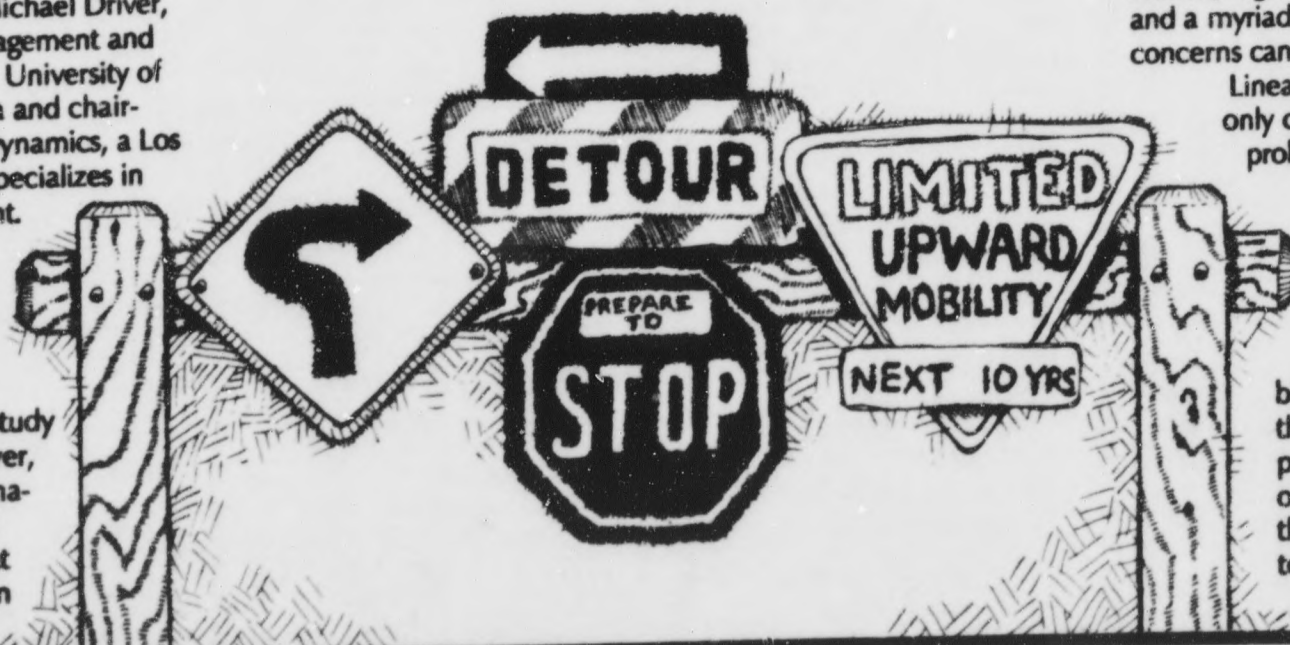
Linear types aren't the only ones who face serious problems in the workplace, however. Steady-states who wind up employed at a firm that puts heavy emphasis on upward mobility can experience their own set of problems. They are often castigated for their indifference toward promotions.

Continued on page 11

CAUTION: Restricted Advancement Ahead

by Samuel Greengard

Career roadblocks often occur as individuals move upward in large organizations because of fewer opportunities for promotions.

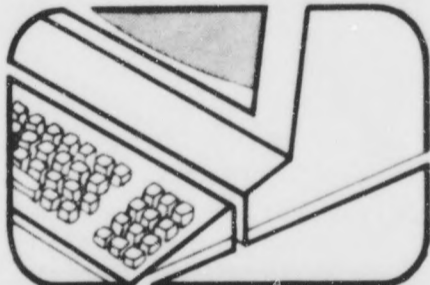


VOCATIONAL TRAINERS (2)

Vocational Training & Employment
423 F Street, Suite 10
Davis, CA 95616
916/757-2311

Attn: Nancy Fiorini / Director

\$1352-1771/mo depending on position DOE/DOQ, plus medical/dental & vision insurance. Call or submit resume. Assist developmentally disabled adults in becoming competitively employed. 40 flexible hrs/wk. Requires knowledge of community-based training strategies and behavioral programming & implementation. Prefer degree in special education, rehabilitation, or related field. AA/EEOE



Electronics/ Data Processing

COMMUNICATIONS TECHNICIANS (2)

Hendrix Electronics
P.O. Box 506
Imperial, CA 92251

Attn: Ray Russell / Service Coordinator

\$7-15/hr DOE, + vacation, holidays, sick leave, medical/dental ins, and up to 4% paid retirement package. Send resume & refs: RTJJ. Operate & maintain 2-way radios and paging, microwave & multiplex systems. 40 hrs/wk. Motorola service shop, in business 30 yrs, specializes in installing & servicing communication systems. Req good verbal skills, CDL, and DMV printout. Must have professional appearance and be efficient & responsible. HS grad pref. Gen FCC license, National Business Assn cert, and min 2 yrs exp in communication maintenance a +. Will train local person. Must be US citizen. AA/EEOE

**COMPUTER OPERATOR**

San Joaquin Delta College
Administration Building, Room 207
5151 Pacific Avenue
Stockton, CA 95207
209/474-5059
Attn: Personnel

\$1610/mo plus vacation, holidays, sick leave, and medical/dental, vision & life insurance. File all application materials including district form by 11/4. Operate mini & mainframe computers. Full-time. Requires knowledge of UNISYS 6930, VAX 11/780 & IBM System 36; ability to maintain a computer room and perform problem troubleshooting; and experience in the operation of a medium-to-large mainframe in a multitasking/teleprocessing environment. AA/EEOE

COMPUTER OPERATORS (2)

Digital Software Corporation
275 Saratoga Avenue, Suite 260
Santa Clara, CA 95050
408/985-0606

Attn: Melody Zanger / Director, Engr Svcs

\$18,000-24,000/yr DOQ, + benefit pkg including 2 wks vacation, major holidays, sick leave, 401K plan, and medical/dental & \$50,000 life ins after 6 mos. Call for appt or send resume: RTJJ. Oversee basic computer functions relating to data entry using an IBMxx mainframe. 40 flexible hrs/wk; rotating shift work. Contract consulting firm offers engineering & support services to aerospace & defense contractors. Req IBMxx and 2 yrs MVS/XX computer exp, CDL, and car. Must have good communication skills, be adaptable, and enjoy teamwork. Prefer HS diploma. US citizenship required. EOE

COMPUTER TAB WRITER

C. A. Walker and Associates
3800 Barham Boulevard, Suite 516
Los Angeles, CA 90068
213/850-6820

Attn: Al del Rosario / Vice President

\$25,000-30,000/yr DOE, plus 2 wks vacation, holidays, sick leave, and Met Life medical & life ins. Send resume, references, and salary history/reqs: RTJJ. Utilize cross tab package to write computer specifications for survey questionnaire using an UNCLE system; and perform tabwriting, data cleaning, and table checking duties. Full-time, 8 hrs/day (flexible) 5 days/wk. College graduate preferred. Lotus dBase PC system experience a plus. EEO Employer

When faced with an unwelcome office visitor, stand up!
(The other person won't sit down and get comfortable.)

DIVISIONAL SYSTEMS ENGINEERS (3)

Computer Associates International, Inc.
10505 Sorrento Valley Road
San Diego, CA 92121

Attn: Personnel

\$30,000-40,000/yr with incentive bonus, + sick leave, holidays, vacation, 401K plan, profit sharing, and medical/dental & life ins. Send resume: RTJJ. Install software, train, consult & provide high-level technical support to clients, and interact with Development Dept. Frequent out-of-state travel required. 40 hrs/wk 8-5. World's largest software firm serves 80% of Fortune 500 companies and is based in San Diego. Requires IBM mainframe & MVS systems knowledge. Must have good communication & presentation skills and transportation. Prefer experience with COBOL. AA/EEOE M/F/H/V

ELECTRONICS ENGINEERS (2)

Versatron
103 Plaza Street
Healdsburg, CA 95448

Attn: Judith Voight / Admin Director

\$28,000-45,000/yr DOQ, + vacation, sick leave, holidays, credit union, 401K plan, and medical & life ins. Send resume: RTJJ. Work on driver development using prototype hardware; perform circuit design & analysis using AUTOCAD; and interact with customers & mechanical engs. Program leadership possible. Hrs 8-5 Mon-Fri. Firm manufactures state-of-the-art aerospace EM actuators. Req BS/MS in electronic engr; exp with analog & digital work, DC motor driver design, and personal computer analysis; good verbal skills; and ability to work with others. Prefer 1-2 yrs exp. US citizenship required. EOE

HARDWARE DESIGN ENGINEERS (6)

Digital Software Corporation
275 Saratoga Avenue, Suite 260
Santa Clara, CA 95050
408/985-0606

Attn: Melody Zanger / Director, Engr Svcs

\$40,000-50,000/yr DOQ, + benefit pkg including 2 wks vacation, major holidays, sick leave, 401K plan, and medical/dental & \$50,000 life ins after 6 mos. Call for more info or send resume: RTJJ. Design advanced radar hardware programs for aerospace industry. 8-5 Mon-Fri. 75-employee contract consulting firm offers engr and support services to aerospace & defense contractors. Req BA in electrical engr, 4 yrs exp with circuit card simulation using CAE, and exp with VALID. Must be a team worker with good communication skills, a professional appearance, CDL & car. US citizenship required. EOE

Courage is like a kite - a
contrary wind causes it to rise.

SOFTWARE ENGINEER

Acurex Corporation
Human Resources
555 Clyde Avenue
Mountain View, CA 94042

Attn: Employment Administrator

Salary negotiable DOE, plus bfts. Send resume: RTJJ. Work as part of a team. Design & implement software in the areas of graphics editors, translators, database utilities, and control system algorithms. Req BSCS, EE, math or equiv, with 4-6yrs exp in design, implementation and documentation of real-time user interface code in C language under MDOS. Req extensive C language for user displays & dbase, and knowledge of REGULUS & 8086 assembly program languages. Exp with process system software is desired. Company engs & manufactures high-tech products. AA/EEOE M/F/H/V (#AD-644)

SYSTEMS ANALYST IV

Orange County
Hall of Administration
10 Civic Center Plaza
Santa Ana, CA 92701
714/834-2844

Attn: Personnel

\$2605-3510/mo DOE/DOQ. Continuous filing: RTJJ. Consult with dept staff to assess user needs, conduct feasibility studies and develop general & detailed design requirements for major systems; coordinate or direct the development & implementation of major systems and provide or arrange for the necessary level of operational support once systems are in place; provide training and other technical support to dept users, including both microcomputer & mainframe applications; act as a systems project leader and coach to lower-level systems analysts. FT. AA/EEOE M/F/H

TEST TECHNICIAN

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533

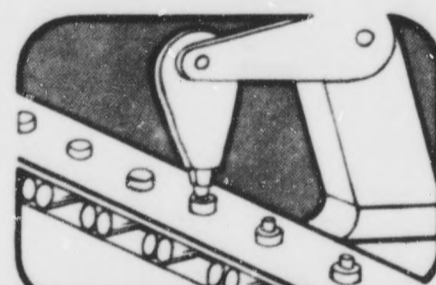
Attn: Ben Callis

Competitive salary DOE, plus benefits. Send resume if job requirements are met. Manufacturer of explosive-actuated devices for the aerospace industry seeks individual to work with engineering staff, building & testing prototype products. Full-time position (40 hrs/wk). Requires 3-5 yrs experience in the development & testing of mechanical products. Must have good mechanical skills and knowledge of electronics & instrumentation. Associate (2-yr) degree in electronics is highly desirable. EOE M/F/H/V

TEST SUPERVISOR

Jeta Power Systems, Inc.
2675 Junipero Avenue
Signal Hill, CA 90806
Attn: Agha

\$24,000-30,000/yr DOE, plus medical ins after 120 days. Send resume: RTJJ. Electronic component manufacturer has 12 unit employees and seeks a unit manager to conduct required production test on components for power switching on mainframe computers. Hrs 7:30-4 Mon-Fri. Requires BS degree in electronics and 3 yrs experience as test supervisor in the electronics field. Prefer experience with power switching components. Right to work req. AA/EEOE M/F/H/V



Industrial

ELECTRICAL INSPECTOR (7)

TAD Technical Services
3350 Scott Boulevard, Building #2
Santa Cruz, CA 95054
408/727-6460

Attn: Tim Conboy / Office Manager

\$10-11/hr DOE, plus 6 holidays and employee-paid medical ins. Call for appt or send resume: RTJJ. Inspect incoming electrical components by verifying parts and making sure inspection procedure is complete. Travel to various job sites. Hrs 8-5 Mon-Fri + some OT. Consulting firm has 30 yrs exp working with project managers in the technical support area. Requires at least 1 yr experience as an inspector of incoming parts in an electrical component capacity. Must be flexible and have good communication skills & own transportation. EOE

ELECTRICAL/MECHANICAL ASSEMBLERS

TAD Technical Services
3350 Scott Boulevard, Building #2
Santa Cruz, CA 95054
408/727-6460

Attn: Tim Conboy / Office Manager

\$7-10/hr DOE, plus 6 holidays and employee-paid medical ins. Call for appt or apply in person: RTJJ. Perform cable assembly & wiring and some soldering & packaging of electrical components. Some travel to various job sites required. Hrs 7-4:30 Mon-Fri plus some overtime. Company has 30 yrs experience working with project managers in the technical support area. Requires at least 1 yr experience as electrical or mechanical assembler, and exp with firms or businesses in the electrical component industry. Must be flexible and have good communication skills & own car. HS diploma preferred. EOE

MACHINE OPERATOR

McDonald Supply Company
1133 Blumenfeld
Sacramento, CA 95815

Attn: Ruth Rose / Administrative Asst

Up to \$6/hr to start plus holidays & medical insurance after 90 days and 1 wk vacation after 1 yr (2 wks after 5 yrs). Apply in person. Work with steel: fabricating nuts, bolts, tools, and miscellaneous specialty items; use your skills to do hole-punching, shearing sheet metal or steel, grinding, and rolling flat bars. Good advancement opportunity for serious applicant. Hrs 8-5 Mon-Fri. Steel fabricator manufactures various nuts, bolts & tools and constructs an array of specialty items. Requires heavy steel fabrication experience or knowledge of the industry.

INSPECTOR - CLASS A

PTM, Inc.
401 East Alondra Boulevard
Gardena, CA 90247
213/532-2451 or 321-9308

Attn: Tony Wilson / Quality Control Mgr

\$15-20/hr DOE, + vacation, holidays, and medical ins after 1 mo. Call for appt/apply in person: RTJJ. Inspect precision aircraft machine parts, landing gear, axles, support braces & bolts (mostly high-heat treated & steel parts and some aluminum parts). Hrs 7-3:30 Mon-Fri (48-50 hrs/wk) + overtime. Precision-machined aircraft parts manufacturer has been in business 19 yrs. Requires minimum 5 yrs hands-on machining exp, knowledge of trigonometry & shop math, and an ability to interpret blueprints, use inspection tools, and do precision first article layout of forgings & castings. AA/EEOE

PRESSER

Carmel Cleaners
3rd & Junipero Avenues
Carmel, CA 93921
408/624-3616

Attn: Cheong / Owner

\$6-7/hr DOE, plus 1 wk vacation after 1 yr and paid holidays. Call for appointment: RTJJ. Press all types of dry cleaned garments. Full-time: 8-4 Mon-Fri. 3-press dry cleaner has 5 employees. Requires 1-2 yrs pressing experience. AA/EEOE

PRODUCTION COORDINATOR

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
707/422-1880

Attn: Ben Callis / Personnel Director

Salary DOE, plus excellent benefit package including profit sharing. Send resume. Review drawings and other documents, prepare work packages, determine material requirements, compile labor hrs & costs, and determine packaging/shipping reqs. Full-time. Company manufactures explosive-actuated crew survival devices for the aerospace industry. Requires 2 or more yrs college and at least 2 yrs experience in production planning/scheduling or related manufacturing operation exp, and good verbal & written communication skills. EOE M/F/H

Your job search expenses
may be tax deductible. Consult
your tax accountant or call
the IRS for information. (The
toll-free number for the IRS is
800-424-1040.)

PRODUCTION PRINTER

Silicon Valley Screen Printing
1725 Rogers Avenue, Suite E
San Jose, CA 95112
408/436-0225

Attn: Karen Conrad

\$4-7/hr. Apply in person: RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.

PRODUCTION SUPERVISOR

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533

Attn: Ben Callis / Personnel

Salary DOE. Call for more information or send resume. Full-time opening for a Production Supv with this manufacturer of explosive-actuated devices for the aerospace industry. Requires 2 yrs college education or equivalent, 7+ yrs experience in manufacturing/assembly operations, 5 yrs supervisory exp, knowledge of government contracts, and ability to read & interpret drawings. EOE M/F

SENIOR PROGRAMMER DEPARTMENT OF FINANCE

\$2724 - 3521/month

The City of Oakland's Department of Finance is recruiting a Senior Programmer who is a Systems Administrator with programming background in RPG III or COBOL and C.L. languages. This position is within the City's Information Systems Division and is heavily involved in System/38 AS/400 installation, configuration, tuning, communications networking, data base administration/recovery and operation standards and procedures. Applicants must have a B.S. Degree in Computer Sciences, Business Administration, Accounting, or Math.

DEADLINE: November 7, 1988

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3526

AA/EEOE

ASSOCIATE PROGRAMMER MICROCOMPUTER SPECIALIST

\$2236 - 2890/month

Excellent opportunity for a micro-computer specialist with background in a System/38 Environment. Applicants must have completed two years of college including courses in computer programming; two years experience in programming and data processing; working knowledge of a major word processing software.

DEADLINE: November 14, 1988

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3526

AA/EEOE

SENIOR PROGRAMMER POLICE DEPARTMENT

\$2724 - 3521/month

The City of Oakland's Police Department is offering excellent opportunities for a Senior Programmer. Applicants applying must have a B.S. degree in Computer Sciences, Business Administration, Accounting, Mathematics or a closely related field. Three years of experience in data processing techniques, programming in COBOL applications and 1 year of assembly language applications is required. Also, a fourth generation language (4GL) is desirable.

DEADLINE: Open until sufficient applications have been received.

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3526

AA/EEOE

EMPLOYMENT OPPORTUNITIES

Mare Island Naval Shipyard currently has immediate openings in the following positions:

WELDERS SHIPFITTERS

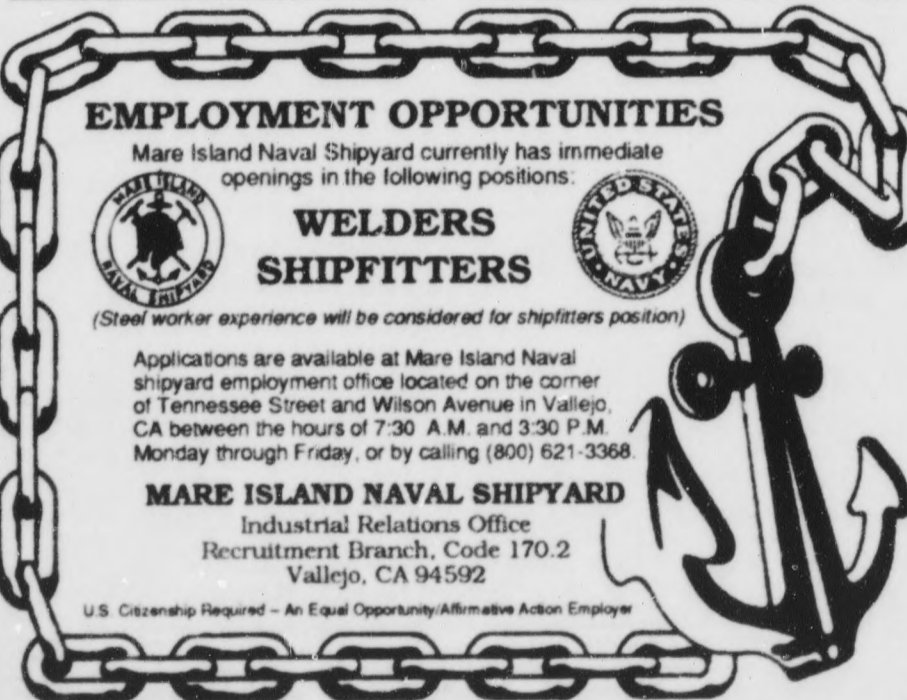
(Steel worker experience will be considered for shipfitters position)

Applications are available at Mare Island Naval shipyard employment office located on the corner of Tennessee Street and Wilson Avenue in Vallejo, CA between the hours of 7:30 A.M. and 3:30 P.M. Monday through Friday, or by calling (800) 621-3368.

MARE ISLAND NAVAL SHIPYARD

Industrial Relations Office
Recruitment Branch, Code 170.2
Vallejo, CA 94592

U.S. Citizenship Required - An Equal Opportunity/Affirmative Action Employer



QUALITY CONTROL INSPECTORS (3)

Southwestern Industries, Inc.
5880 Centinela Avenue
Los Angeles, CA 90045
213/776-1125
Attn: Paula Cisneros / Office Manager
\$6-11/hr DOE, plus xlt benefits. Apply in person or send resume, references, and salary history/requirements. RTJJ NO PHONE CALLS. Perform solder, harness & electronic stuffing inspections, test various manufactured units such as CNC machines, and perform touch up, wiring & assembly of units. Hrs 7-3:30 Mon-Fri. Precision instrument tools manufacturer has representatives nationwide. Requires 2-3 yrs exp in electronic assembly. Must have good communication skills and knowledge in soldering & reading blueprints. Prefer resident within 10 mile radius of plant. EOE M/F/H/V

WASTE WATER SUPERVISOR

Envirotech
Waste Water Treatment Plant
1010 Chadborn Road
Fairfield, CA 94585
707/429-3233
Attn: Personnel
\$15.19/hr (\$2430.40/mo) plus medical/dental insurance. Call for more information or apply in person by 11/15/88. Responsibilities include supervision of 2-8 operators, and the operation & preventative maintenance of 17.6 MGD tertiary treatment facility. 40 hrs/wk, shift work with rotating days off. Must have current Grade III certificate issued by the state of CA. Prefer experience in activated sludge, co-generation, and solids handling.



Insurance/ Real Estate

ACCOUNT EXECUTIVE

Garlington Insurance Services, Inc.
744 San Antonio Road
Palo Alto, CA 94306
415/424-0443
Attn: Meredith Daniel / Vice President
Base salary plus commission & benefits. Call for information: RTJJ. Provide customer service to establish new commercial accounts for pre-advised business insurance programs. Generate & service unique programs to cover business assets, liabilities & employees. FT opportunity with advancement potential at this national commercial insurance agency in its new Bay Area location. Challenging schedule: 8-5 Mon-Fri. Requires minimum 3 yrs commercial line insurance experience. Property & casualty license preferred. Should be aggressive, personable & self-motivated.



AGENCY OWNER / MANAGER

Farmers Insurance Group
8035 Madison Avenue, Building B
Citrus Heights, CA 95610
916/966-9088
Attn: Paul Hook or Doug Dillard
Six-figure income attainable within 2nd year. Call today! Seeking successful people to help become more successful. If you're approaching \$25K/yr or above, you're the one we're looking for. Leading US ins company seeks ambitious, independent self-starter to operate own agency, serving as owner/manager. We'll assist you in establishing a client base and provide training to help you develop a successful business. Unique opportunity to be in charge of all phases of agency ops/development. FT, hrs & days depend on desire to succeed. College degree preferred, but not mandatory. This could be the one!

APPRAISER II

County of Nevada
Eric Rood Administration Center
950 Maidu Avenue
Nevada City, CA 95959
916/265-1225
Attn: Personnel
\$1817-2209/mo. Submit official app by 4pm 11/10. Investigate, audit & appraise property for tax assessment purposes. Full-time; 40 hrs/wk. Requires 1 yr exp performing property appraisal work equiv to Appraiser I in Nevada County Assessor's Office OR at least 2 yrs FT exp as real property appraiser. Req possession of a valid certificate as appraiser issued by CA State Board of Equalization OR ability to obtain a temporary certificate immediately upon hire and a permanent one within 1 yr, and knowledge of factors, techniques, methods & principles involved in appraisal of real property. EOE

Managers, professors, suppliers, and other industry contacts are often troubled, even plagued, by requests for letters of reference. Some job hunters seem to think that a few glowing letters attached to a resume will provoke instant interest. The idea of using letters of reference to obtain entry to a company went out in the 1920s. Aside from letters required to gain entry to graduate school, a country club, or other arcane institutions, a letter of reference serves only two job-related purposes: It locks in what a prospective employer may be told about you even several years down the road and, while you are conducting a job hunt, it tests the kind of reference you will be given when a prospective employer talks to your boss.

An unsolicited letter of reference attached to a resume is probably a waste of time. The places you want a letter from your boss are in your personnel file and in your briefcase. If the letter is in the file and you have a copy, nobody (including your boss) can take revenge for grievances, real or imagined, by giving you a bad reference.

Is It Believable?

Let's look at what a reference letter can and can't do. We asked some employers, CEOs, and personnel administrators what they thought about them and here's what they said:

CEO: "I expect a letter to attest to an applicant's job-related results. If it's laudatory but non-specific, I disregard it. I want details, not puffery."

Personnel manager, Fortune 500: "I pay more attention to what isn't said. I'm always suspicious that a manager may be praising

Hopeful Applicant
1988 Oak Street
Anytown, USA

Persuasive Letters of Reference

an employee so someone else will hire him and the manager will be rid of them. That's probably a cynical attitude, but it has been my experience."

Manager, MIS department with 74 employees: "I hesitate to write a letter which points up only a subordinate's good qualities. I've received letters like that and later discovered an equal number of negatives during an interview."

Reference letters should be believable, specific, and balanced. It is perfectly acceptable to guide the hand that writes the letter by attaching to your resume a memo which lists the specific skills and attributes you'd like him/her to address. You might also attach samples of the work you'd like mentioned. If you don't help, you may get a letter that says you have a sterling character, a strong work ethic, a cheerful disposition, and are pleasant to have around the office. In other words, it won't say you are capable of doing the job you are applying for.

A letter can be helpful if it covers only one part of your performance, providing that part is very important. It might, for instance, give several examples of your leadership skills: "Bob was especially effective in putting together a project team to automate the office. It wasn't easy because many of our secretaries were prepared to resist a radically different word-processing system. Bob produced a plan which got people involved in equipment selection and training." The letter could give one or two more examples of successful projects.

This letter is believable because it doesn't try to say that Bob is too good to be true. Bob might get letters from several other managers or supervisors to balance the picture. One might attest to his technical or managerial skills. Letters might expand the picture by talking about interpersonal skills, community involvement, or ways you've educated yourself. There is no all-purpose letter that's credible, even if the writer knows you very well.

Some job hunters seem to think that a few glowing letters attached to a resume will provoke instant interest.

Writing Letters for Others

When you are asked to write a letter of reference for a subordinate or associate, it's not necessary to detail six good things and balance them with six flaws. You should be careful not to exaggerate abilities. The person who can walk on water doesn't need letters of reference. Using phrases such as, "Better than average manager," or "Exceeded our expectations for that position" gives the impression that the writer tried to make an honest evaluation.

While writing the letter, don't rely on your memory for the facts. Read a rough draft to the subject. You should check to see if you have included the information that would be most helpful in getting the job or being admitted to the graduate program.

Occasionally, you may be asked to write a reference for a person you can't honestly recommend or endorse. It's better to refuse tactfully. Say, "I know you've done good work, but I don't feel I can speak as positively as someone else might." Don't feel you have to give a full-scale performance appraisal. If the person pressures you for a reason you won't oblige, simply repeat that you feel someone else could be more helpful.

FINANCIAL / PROFESSIONAL SALES

Paul Revere Insurance Group
1735 North First Street, Suite 310
San Jose, CA 95112
408/280-1400
Attn: Lance Lastinger / Manager
\$50,000 potential 1st-yr income plus superb benefits. Call for confidential interview. RTJJ. Assist clients with financial planning matters, including life, health & disability insurance claims, securities, and investments. Successful candidate will be thoroughly trained on a professional basis to represent this respected financial planning organization. Hrs 8-5 Mon-Fri. Should be goal-oriented, with outstanding communication & sales skills, and have a successful track record.

HOUSING PROGRAM SUPERVISOR

City of Oxnard
325 South A Street
Oxnard, CA 93030
805/984-4655
Attn: Personnel & Employee Relations
\$2686-3280/mo + excellent bfts. File city app by 11/15. Position is in the housing assistance div. Manage 780 low-income housing units, work with private developers in providing incentives for unassisted housing development, supervise & participate in determining new housing applicant & program participant eligibility, and perform ref checks & other duties. FT. Req BA/BS with major coursework in social science, counseling, business, public admin, or related field; HUD-accredited public housing mgr cert, and 4yrs responsible housing assistance program exp including 1 yr in a supervisory capacity. AA/EOE



INSURANCE AGENTS (2)

American National Insurance Company
3050 Fite Circle, Suite 205
Sacramento, CA 95827
916/363-6979
Attn: Rick Hailing
\$35,000 first-year potential based on commission plus bonus, and employee-paid medical ins avail. Call for appt. American National Insurance has appointed Richard B. Hailing to General Agent. He's seeking agents for the Sacramento area in the sales of personal lines insurance. Get into a business of your own for a very low cost. Full-time; flexible hrs & days. One of the largest major US ins companies, established in 1905, is rated A+ in Best Review. No experience necessary; training is provided. Must have excellent communication & people skills and be a hard worker. EOE

INSURANCE SALESPERSON

California Casualty Insurance Group
8950 Cal Center Drive
Sacramento, CA 95826
916/364-0880
Attn: Phil Nilan
\$25,000 average 1st-yr income potential, plus benefit plan. Send resume or call for appt. Seeking enthusiastic individuals for our Sacramento location. Looking for a career change to increase income? Sell life insurance and tax sheltered annuities to our sponsored groups. Unique opportunity for advancement with this insurance firm, in operation since 1911. Full-time position with flexible hrs & days. Should be aggressive and self-motivated. Seeking experienced insurance salesperson, but willing to train the right person.

INVESTIGATOR (WORKERS' COMP)

Craig S. Rogers Investigating
P.O. Box 1029-281
Van Nuys, CA 91408
818/785-3925
Attn: Craig Rogers / Owner
\$12-15/hr plus contribution toward medical ins for FT employees. Send resume; RTJJ. Investigate validity of workers' compensation claims (research doctors' reports, claimants' personal background, and other pertinent facts). Full-time; set your own schedule, depending on case load. Well-respected private investigating firm is a member of the CA Fraud Investigating Association and the Workers' Comp Claim Investigation Assoc. Those without workers' comp experience need not apply. Bilingual skills a plus. EEO Employer

INSURANCE A Home Mortgage Insurance Agent

Looking for licensed agents to sell to new home buyers. Training and assistance provided.

★ **Commissions**
Paid on submitted applications weekly from (at) rated company. Average income \$50K up.

★ **Leads**
First quality from the home buyer direct to you. 1-3 closing.

1-800-543-7402

The Prudential

MANAGEMENT TRAINEES

The Prudential Insurance Co. of America
7777 Greenback Lane, Suite 206
Citrus Heights, CA 95610
916/722-1846
Attn: Office

Starting salary up to \$500/wk plus comprehensive benefits package. Call for appt or apply in person. Financial planning with Prudential investments, insurance & banking. Help your clients achieve their financial success while you achieve yours with America's largest multi-line insurance company. Full-time. No previous experience necessary; exceptional training program (Career-Minded Only).

MARKETING MANAGERS (4)

San Jose Copa
1101 So. Winchester Blvd, Bldg A, Suite 103
San Jose, CA 95128
408/243-4516
Attn: Mr. Prieto / Personnel

Base salary + commissions (\$40,000-60,000/yr avg potential). Call between 9am-12noon for appt; RTJJ. Work in learning environment with emphasis on mgmt skills in ofc supervision, budgeting, and employee recruitment. Advancement potential to own mgmt territory avail. Good opportunity for career-minded individuals with desire for future in finance. FT flexible hrs Mon-Fri. Expanding, national financial marketing firm currently has 300 on staff. Req HS diploma and general sales background. Must be a motivated, career-minded, self-starter with desire to learn & earn. Prefer life & disability license. EOE



PROPERTY MARKETING SECRETARY

Western Farm Credit Bank
P.O. Box 13280-A
Sacramento, CA 95813
Attn: Property Marketing

Salary DOE, plus excellent benefit plan offered. Send resume. Leading agricultural financial institution has openings for an experienced escrow/title secretary who seeks more challenging responsibilities in this field. Perform a variety of complex secretarial duties in support of the marketing of rural properties. Involves word processing, working with real estate documents, and responding to phone calls from prospective buyers. FT Mon-Fri. Req 3-5 yrs exp as a title/escrow secretary, knowledge of rural properties, computer skills, and ability to read & understand legal descriptions. EOE

If you're looking for work or considering changing to a new field, a career counselor can provide helpful information and assist you in making a wise choice.

For a list of accredited counseling services in the U.S. and Canada, consult *The Directory of Counseling Services*. It's published by the American Personnel & Guidance Assoc., 2 Skyline Place - Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.

REAL ESTATE AGENT

Help-U-Sell
13475 Bowman Road
Auburn, CA 95603
916/888-0363
Attn: Earl McPherson / Broker

Commission potential of \$18,000+/yr DOE/DOQ. Phone for interview; RTJJ. Leads provided to market residential homes, commercial buildings, and undeveloped acreage. Pre-qualify incomes, draft apps/contracts, and track loan application processing & closing procedures. Company brokers for all of Placer County. FT with varied hrs & days. Req California RE license. Must be an independent contractor with personable manners. Exp preferred, but not necessary.

REAL ESTATE AGENT

Nelson-Rathwick Real Estate Brokerage
40 East Shaw Avenue
Fresno, CA 93710
209/225-0685
Attn: Dirk Rathwick / Broker

Commission only. Call for appt or send resume; RTJJ. Use provided and self-generated leads for subdivision sales and residential resales. Establish accounts for investment brokerage & business acquisitions to generate income. Great opportunity with this expanding real estate office offering new marketing concepts. Work a flexible & challenging schedule to reap your rewards. Requires CA real estate license. Experience preferred.

REAL ESTATE AGENTS

Help-U-Sell
2101 Geer Road, #110
Turlock, CA 95380
209/667-5400
Attn: Joe

\$24,000+ potential commission first year. Call for appt; RTJJ. Agents needed for our new office in a very active area to help handle an over-abundance of leads. Full-time positions available in a relaxed and cooperative working environment. California real estate license required. Further training provided in our new and unique concepts. Newly licensed agents encouraged to apply.

REAL ESTATE AGENTS (2)

Sierra Land and Homes
4131 South Shingle Road
Shingle Springs, CA 95682
916/677-9444
Attn: Tony Escobar

\$30,000+/yr commission potential DOE/DOQ, plus benefit package. Call collect for interview; RTJJ. Immediate requirement for qualified real estate agents to establish contacts and market property in Amador & El Dorado Counties with an emphasis on raw land & subdivision sales. Sierra Land and Homes handles all types of RE with specific contact with ranches & land developments in the Placerville & Shingle Springs regions. FT, hrs & days vary based on individual schedule. Must possess CA real estate license and have extensive background in undeveloped & subdivision land sales. EOE

REAL ESTATE AGENTS (3)

ERA - Sierra Properties
1400 Broadway
Placerville, CA 95667
916/622-0131
Attn: Bud Zeller / Broker

Excellent commission only. Send resume or call for interview; RTJJ. Immediate openings for 3 dependable individuals to train as real estate agents majoring in both land & residential sales. Market all types of real estate for this leading realty agency in El Dorado & Amador Co. FT, hrs & days vary based on schedule. Must possess CA real estate license. We provide comprehensive training. No exp req.

How you speak is as important as what you say. Poor grammar and overuse of slang will give an impression that you are either undereducated or impertinent.

REAL ESTATE ASSOCIATES (10)

Gillman Griffin & Company
10880 Wilshire Boulevard, Suite 200
Los Angeles, CA 90024
213/470-1781
Attn: Steve Nardi / Sales Manager

\$75,000+/yr potential based on a progressive commission split. Call for appt or info; RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (#10)

REAL ESTATE BROKER

Help-U-Sell
2101 Geer Road, Suite 110
Turlock, CA 95380
209/667-5400
Attn: Joe

\$40,000-100,000/yr commission potential in first yr. Call for appt; RTJJ. Motivated, energetic broker needed for new office. Use your knowledge & expertise to reap rewards with an overabundance of leads. Full-time position available in a professional, lucrative environment with flexible hrs. This real estate office offers new & unique concepts. Requires CA real estate license. Good business & professional attitude desirable.

Immediate openings in the U.S. Department of Justice at the Federal Correctional Institution — Pleasanton, Dublin, CA.

A rewarding career in corrections. Training, travel, excellent promotion potential.

Federal Correctional Officer

Starting salary \$16,851.00 plus premium pay for nights, Sundays, and holidays. 3.5 years general experience: P.L. 93-350 — must be under age 35.

Physician's Assistants

A rewarding career in the medical field in a correctional facility. Starting salary ranges (depending on qualifications) from \$18,726 per year to \$27,716 per year plus premium pay for nights, Sundays and holidays. Must have completed a course for physician's assistants: P.L. 93-350 — must be under age 35.

Contact personnel office
(415) 829-3522

REAL ESTATE SALES

ERA - A&C Properties & Investments
4996 Cherry Avenue
San Jose, CA 95118
408/723-0102
Attn: Al Ching / Owner

50% commissioned salary DOE, plus medical & dental insurance; no monthly fee or desk rental. Call for appointment; RTJJ. One of the nation's largest real estate franchises seeks outside sales representatives to work as independent contractors. Make sales presentations to potential clients in designated areas. Full & part-time positions; hrs to be determined at interview. Must have real estate license, good communication skills, and own transportation. Excellent training program available. New agents welcome.

It's difficult to be successful in a company if you are a loner. Regardless of your industry or position, you need to interact with people and establish good working relationships.

REALTOR ASSOCIATES (2)

Weeks Real Estate
1700 McHenry, Suite E
Modesto, CA 95350
209/524-7901
Attn: Dorothy Withrow / President

Commissioned sales with excellent split. Call for appt; RTJJ. Associate will function as independent contractor, having use of fully-staffed office. Duties include marketing, listing & selling residential & commercial properties. This full-line residential, commercial & industrial office has been in business since 1952. It is well-respected in the community and very busy. Area is rapidly growing. Hrs vary. Applicant should be established agent for at least 2 yrs. Please, no new licensees!

The Prudential

SALES REPRESENTATIVE

The Prudential Insurance Co. of America
10933 Trade Center Drive, Suite 102
Rancho Cordova, CA 95670
916/638-8600
Attn: Rick Wells / District Manager

Starting salary up to \$500/wk DOE/DOQ, plus excellent benefits program. Send resume or call for appointment; RTJJ. Looking for mature individuals who want to sell a variety of financial services including insurance and investment programs. Unique opportunity to advance with the largest insurance company in the world. Flexible 40+ hr week. If you are bright, highly motivated, and have the initiative to build a solid professional sales career in insurance and investments, please contact us. We offer an extensive 2-yr earn-as-you-learn training program.

An affiliate of the



SALES REPRESENTATIVE

William Hawkins Agency
CM Alliance
2025 Hurley Way, Suite 150
Sacramento, CA 95825
916/929-5001
Attn: Leon Rothstein / Training Supervisor

Commission plus salary subsidy and production bonuses for eligible candidates. We offer a continuous training program, advancement opportunities, and an excellent fringe benefits program. Send resume; all inquiries are kept strictly confidential. CM Alliance, a leader in the insurance & financial services field, has an opening for someone (with or without prior sales experience) to sell insurance & financial services to businesses & residents. Days & hrs to be discussed at interview. AA/EOE M/F

POLICE SERVICE TECHNICIAN

\$1868 - 2270/mo

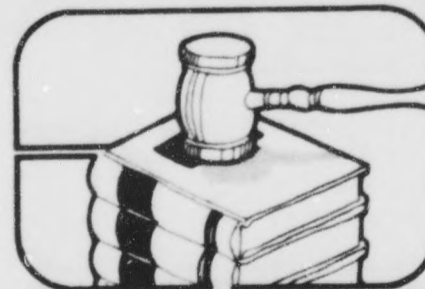
THE CITY OF EMERYVILLE is looking for qualified persons who possess working knowledge of general office practices, operation of a police communications center, including a multiple line telephone system and computer assisted dispatching. Must be able to understand criminal law and able to learn and use various codes in police work. A full-time position with rotating shifts. Excellent benefits package.

Qualifications: Must be at least 19 yrs of age and a US citizen. HS graduate or equivalent. Must have possession of a CA Drivers License.

Deadline for apps is 11/18/1988. Apps may be obtained by writing or calling:

City of Emeryville
Personnel Department
2200 Powell Street
Emeryville, California 94608
(415) 645-6161

EOE / AA



Legal/ Public Safety

COMMUNICATIONS OPERATOR

City of Ventura
501 Poli Street, Room 200 / P.O. Box 99
Ventura, CA 93002
805/654-7853
Attn: Personnel Office

\$1735-2109/mo plus excellent bfts. File city application; RTJJ. Answer incoming calls on the emergency telephone system. Process calls and alarms and dispatch police, fire and medical units as required. Req ability to perform effectively while under stress and in emergency situations requiring quick and accurate decisions; knowledge of police and/or fire call receipt and dispatching procedures, terms and codes. Must have good spelling and grammar skills and able to communicate clearly and effectively; and ability to type at a minimum rate of net 30 wpm. AA/EOE

Keep your personal problems out of the office.

DEPUTY SHERIFF

Contra Costa County
Sheriff's Department
651 Pine Street
Martinez, CA 94553
415/646-2400
Attn: Ron Cunningham or Chester Amin

\$2521-3064/mo (laterals up to \$2803/mo) plus up to 5% educational incentive and 75% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol, detention, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

HUMAN RIGHTS-FAIR HOUSING ASSOCIATE

Human Rights-Fair Housing Commission
2131 Capitol Avenue, Suite 206
Sacramento, CA 95816
916/444-6903
Attn: Personnel

\$1550/mo plus full benefit pkg including PERS. Call for job application; file by 11/18. Investigate and research housing & employment discrimination cases and research & develop programs for City's Human Rights / Fair Housing Commission. Full-time, Mon-Fri. Requires BA degree in a related field and 2 yrs professional-level experience in a human rights, community or governmental agency; OR AA degree in related field and 4 yrs experience.

California Conservation Corps

Corpsmember Positions

If you have the ambition, aptitude, a sense of adventure, between the ages of 18 and 23, not on probation or parole, a resident of the State of California, and not afraid of the outdoor work, then the C.C.C. is where you want to work.

We'll give you the training you need for the jobs we do, and a opportunity for advancement with excellent benefits.

We are looking for men and women of the State of California who are not afraid to make a contribution to the natural resources of the State of California, in return for room and board, and minimum wage.

If you are interested in extensive training and a challenge contact The California Conservation Corps Delta Center at (209) 948-7110 or 1-800-952-JOBS.

California Conservation Corps
1202 North American Street
Stockton, CA 95202

POLICE OFFICER (lateral entry)

City of Whittier
13230 Penn Street
Whittier, CA 90602-1772
213/945-8200
Attn: Personnel

\$2332-3065/mo + benefits including 10 vacation & 12 sick leave days/yr, 11.5 holidays, medical ins, retirement & credit union plans, and 9% PERS. File city application; RTJJ. Under supervision, perform law enforcement & crime prevention work, control traffic flow, and enforce state & local traffic regulations. City is 13 miles east of LA (population 70,000). Must be 21 yrs old and have HS diploma or equiv, 2 yrs FT exp with a CA law enforcement agency, good eyesight, normal weight/height proportions, Basic POST certificate, valid CDL, and clean DMV. EOE H

POLICE OFFICERS

Oakland Police Department
455 7th Street, 7th Floor
Oakland, CA 94607
415/273-3338
Attn: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts, 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.

SECURITY OFFICER

American Protective Services, Inc.
2801 Pinole Valley Road
Pinole, CA 94564
415/758-1503
Attn: Personnel

Earn up to \$6.25/hr after training depending on assignment, + bfts after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA, NAPA, MARIN & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 21+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

Better than counting your years is to make all of your years count.

SECURITY OFFICER

Vanguard Security Services
3951 Performance Drive, Suite A
Sacramento, CA 95836
Attn: Receptionist

\$5-6.51/hr depending on site, plus supplied uniforms, medical/dental & vision insurance, 1 wk vacation after 1 yr, and credit union. Apply in person. Work for Sacramento's largest contract security firm. Observe, secure & report activity in shopping malls, business offices, hospitals, and industrial sites; file daily activity & incident reports. No weapons required. Full or part-time; hrs & days depend on site. FLEXIBLE HRS TO FIT COLLEGE SCHEDULE. Requires own transportation and in-residence telephone. Must be at least 18 yrs of age. No experience necessary; will train.

Contra Costa County

Public Safety Dispatcher

Salary: \$1874-2277/month

The Contra Costa County Sheriff's Dept encourages the applications of individuals interested in on-the-job training to become a fully qualified dispatcher.

Successful candidates will have the opportunity to work out of 3 communication facilities: Central Dispatch Bureau in Martinez; Delta Regional Communication Center in Antioch; or the Main Detention Facility in Martinez. Sheriff's dispatchers receive telephone & radio messages and record & relay the info to units from the Sheriff's Dept, 4 contract cities, 6 city police depts, 5 fire agencies, ambulance & The County Office of Emergency Services. All facilities operate on a 7-day, 24 hr basis & dispatchers may be assigned to any of the 3 shifts including weekends & holidays.

Applicants must have a valid CDL & possess a high school diploma, GED equivalency or HS proficiency certificate. The selection process includes a written test, performance test & oral interview. All candidates considered for final appointment must: (1) undergo psychological testing, (2) successfully complete a background investigation, (3) pass a typing test at 25 wpm, and (4) successfully complete a health exam.

Final deadline open. For application & other information contact:

The Contra Costa Co. Sheriff's -
Communications Division
40 Glacier Dr, Martinez CA 94553
(415) 648-4463

EOE

SECURITY OFFICERS

Russian River Property Patrol
P.O. Box 227
Guerneville, CA 95446
707/887-9378
Attn: Liz or Madeline
Minimum \$4/hr DOE/DOQ; entry-level position. Call for appt. RTJJ. Established security company serving all of Sonoma, Lake, and Mendocino Counties needs people to protect properties, detect criminal activities, report incidents, and keep written daily log reports. Hrs and days (mostly evenings & weekends) to be discussed at interview. Exp not necessary; training provided.

SECURITY OFFICERS

Professional Industries
Security Division
5550 Commerce Boulevard
Rohnert Park, CA 94928
707/585-2127
Attn: Main Office
\$4.50/hr and up DOE plus benefits depending on FT/PT status. Apply in person, 10-3 Mon-Fri. (closed 12-1). RTJJ. Drive patrol vehicles, provide standing guard services, and work special events with both armed and unarmed positions available. Professional Industries, one of the fastest growing security businesses in Northern CA is owned & operated by a former chief of police. Varied hrs & days for this 24-hr operation. Req CA guard card and a clean record with no felonies. Must pass a written test, background check, meet height & weight standards and be in good physical condition.

There is never a right way
to do a wrong thing.

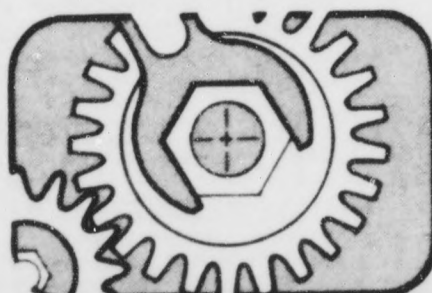
SECURITY OFFICERS (8)

Pedus Security Services Inc.
3500 West First Street
Los Angeles, CA 90004
213/251-0235
Attn: Personnel Department
\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info. RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company, in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE



SECURITY OFFICERS

Redwood Empire Security
2331 Coddington Center, Suite E
Santa Rosa, CA 95401
707/578-8000
Attn: Office
\$4.25-7/hr DOE/DOQ, plus training & uniforms. Call for appointment. Unarmed/armed fixed posts & foot-patrol positions providing uniformed protection for residential, commercial & construction sites; file daily log and maintain incident reports. POSITIONS ALSO AVAILABLE IN MARIN COUNTY. Flexible full & part-time. Santa Rosa-based security firm services the entire North Bay area. No experience necessary; will train, but military or law exp a plus. Must be 18 yrs or older, have CDL, DMV printout, no felony convictions, reliable transportation, and in-residence phone.



Mechanical/ Service & Repair

APPLIANCE TECHNICIAN

ADJ Appliance
1622 East Mission Road
Fallbrook, CA 92028
619/723-9090
Attn: Patty / Owner
\$7-10/hr plus benefits after 90 days; vacation, sick pay, life ins, and retirement after 1 yr. Call for appointment. Perform in-home repairs on washers, dryers, stoves & refrigerators. Hrs 8-5 Mon-Fri. Household & commercial appliance service is located in North San Diego County. Requires min 3 yrs appliance repair experience, DMV printout, and own basic tools. Only experienced technicians need apply.

AUTO BODY & PAINT JOURNEY-PERSON

City Towing & Body Shop
1105 East Williams Street
San Jose, CA 95116
408/297-2212
Attn: J.R. / Owner
Base rate of \$10/hr DOE/DOQ. Call for appt. RTJJ. This established independent towing & body shop seeks an experienced body and paint person who can prepare paint, repair and restore damaged cars & trucks. Hrs 8-5 Mon-Fri. Requires 4 years auto body & paint experience. Must have own tools.

AUTO GLASS INSTALLER

Classic Glass Company
917 Water Street
Santa Cruz, CA 95062
408/426-3675
Attn: David Rasmussen / Owner
\$7-10/hr DOE. Call for more information or apply in person; RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930s, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

Those who fear the future are
likely to fumble the present.

AUTO GLASS MECHANIC

Western Mobile Glass
840 Barstow
Clovis, CA 93612
209/299-0771
Attn: Tony Flores
\$7-10/hr DOE plus full medical, dental & life insurance. Call for appointment; RTJJ. Install windows in cars & trucks. 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp, own tools, CDL, and DMV printout.

AUTO TECHNICIANS (2)

Greenwood Pontiac / GMC
7255 East Firestone Boulevard
Downey, CA 90241
213/928-3333
Attn: Larry Vaughn / Service Manager
\$11-18/hr DOE/DOQ, plus 1 wk vacation after 1 yr (2 wks after 2 yrs), holidays, medical, dental & life ins, and profit sharing after 60 days. Send references or apply in person; RTJJ. Perform light repairs of vehicles including engines, electrical, and some used car reconditioning. Hrs 8-5 Mon-Fri. Large dealership has been in business 10 yrs. Requires auto repair experience, CDL and own tools. Must be loyal & hardworking. ASE & GM training certificates preferred. Smog certificate a plus. Must have right to work. EOE M/F/V

AUTOMOTIVE MECHANICS (2)

European Performance
2550 Mary Chase Drive
Cameron Park, CA 95682
916/677-5752
Attn: Mark
Salary based on commission DOE, plus available benefits (to be discussed at interview). Call for appt, send resume or apply in person. Perform all aspects of automotive repairs on German automobiles. Full-time Mon-Fri (flexible). Brand new, well-equipped shop features 8 service bays and is ideally situated in a newly developed, desirable area in the Sierra Foothills (close to Tahoe & Sacramento). Req recent journey-level exp with German cars, specifically Porches, Audi & BMWs, and tools. Prefer dealership exp. ASE certification a plus.

BOILER EQUIPMENT OPERATORS (2)

California State University, Hayward
Plant Operations
25800 Carlos Bee Boulevard
Hayward, CA 94542-3026
415/881-3634
Attn: Personnel
\$2050-2244/mo DOE/DOQ, plus excellent benefits including vacation, sick leave, medical/dental, vision & life insurance, and use of campus facilities. Call or send resume. Operate, maintain & repair boilers and auxiliary boiler room equipment. 40 hrs/wk; rotating shifts. Requires 1 yr experience operating, maintaining & servicing boiler-room equipment; and knowledge of heating, ventilating, refrigeration, air conditioning, and water treatment systems. AA/EOE

Auto Mechanic

Knopp Ford is looking for a mechanic to do Ford heavy-line and general repair on car and light trucks.

Excellent flat rate and benefits. Experience preferred but not required. Apply in person, 8-4 Mon-Fri, or call Jerry Wolnowski at:

KNAPP (209) 982-1730
555 North Main St.
Manteca, CA 95336
EOE

CAR AUDIO TECHNICIANS (2)

Al & Ed's Auto Sound
1171 North Tustin Avenue
Orange, CA 92667
714/771-1188
Attn: Phillip Goldstein / Custodian
\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume; RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V



Ditch Witch

CONSTRUCTION EQUIPMENT MECHANIC

Ditch Witch Equipment Company
929 Stillwater Road
West Sacramento, CA 95605
Attn: John Kilgour / Sales Manager
\$6.50/hr to start plus 1 wk vacation 1st yr & 2 wks vacation 2nd yr; & medical/dental ins and profit sharing after 30 days. Send resume or apply in person. Repair & maintain light and heavy construction equipment. Hrs 7-4 Mon-Fri. Largest trencher company in Northern CA, in business 27 yrs, is an honest, outstanding leader in the industry and has 18 employees. Requires 1 yr experience in light or heavy construction equipment repair & maintenance. Must be honest & dependable and have own tools.

"Committee: A cul-de-sac to
which ideas are lured and then
quietly strangled."
—John A. Lincoln

ELECTRONICS REPAIR TECHNICIAN

Hi-Tech Unlimited
4777 North Blackstone
Fresno, CA 93726
209/224-4444
Attn: Front Desk
Salary DOE (paid weekly) plus medical & dental insurance, vacation, sick leave and store discounts after 90 days. Call for information and/or application and schedule interview. RTJJ. Previous work experience references required. Hi-Tech Unlimited is a computer & electronics store. Hrs 10-6 Mon-Fri. Requires varied background in electronics related to burglar alarms, multi-line telephones, IBM PC computer repair, and coin-op video games (e.g. Pacman). Minimum 3 yrs experience in electronic repair a must.

FIELD SERVICE REPRESENTATIVE

Gold Country Copier
144-F Hughes Road
Grass Valley, CA 95945
916/477-1184
Attn: Mike or Anita
Salary negotiable DOE, plus mileage. Call for appt or send resume. Service & repair copiers for commercial accounts from Grass Valley to the Loomis area. Hrs 8:30-5 Mon-Fri. Small, growing 4-year-old company in the Sierra Foothills specializes in copier sales, leasing & servicing, and is an authorized facsimile machine dealer. Requires 3 yrs experience in repair of Mita, Sharp, or Royal copiers. Must have transportation and be friendly, motivated & enthusiastic. Own tools a plus. EOE

GM MECHANIC

Campus Chevrolet-Toyota
4202 Chiles Road
Davis, CA 95616
916/753-3352
Attn: Dominic Campanelli / Service Mgr
Competitive salary DOE, plus vacation, holidays, medical ins, and uniforms provided. Call for appointment or more information. Responsible for automotive repairs (mostly heavy-duty) on General Motors cars & trucks. Full-time position; work 4 days/wk on a rotating basis. Clean, modern service department has 13 service bays and a low turnover rate. Requires GM dealership experience, own tools, and a good attitude. ASE certification preferred.

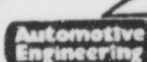
Make a career move!

Automotive Engineering has an immediate opening for a qualified service writer at its San Jose location. Must have major mechanical experience including:

- Engine R & R
- Rings and Valves
- Transmission Work

We offer: Good wages plus commissions, profit sharing, excellent benefits, Mon-Fri work week.

Just call
Jim Peterson at
(415) 533-6611
for details



CAUTION: Restricted Advancement

Continued from page 7

Changing jobs is often viewed as the remedy to all anxiety. Yet, depending on the person and the circumstances, the move can either be a giant step forward or a major disaster.

"Sure, you can jump from one organization to another," Driver remarks. "But if you lack certain skills that are necessary for linear success, the odds of doing any better in another job aren't much greater. You might increase your salary, which is a nice thing in the short run, but soon reality sets in and it's back to the same old routine."

Amid all the carnage, the experts see a number of ways to successfully deal with these conflicts. One of the more effective solutions, says Driver, is for those caught in a career pinch to seek counseling.

Larson agrees: "Many people think of a promotion as moving up, and that's the only kind of change that's valued. But the fact is, a lateral move can put a person in a new job, with a whole new set of responsibilities and skills to learn. And somewhere down the line, it may actually help that individual get the promotion."

A few individuals, meanwhile, have been able to circumvent the problem altogether by creating what Driver describes as "their own spiral career path. They create the need for new positions — ones that don't already exist — and go around the logjam."

Despite all the problems, including a generation of college students that Driver describes as "more linear than ever," many see hope for the future. "Companies are beginning to take a good, hard look at human resources. They are recognizing the problem and looking for ways to resolve it. Ten or 15 years ago they would have said, 'Tough luck. If you don't like it go somewhere else,'" Driver explains.

Increased awareness notwithstanding, the experts agree that millions of individuals will undoubtedly find themselves hitting a career plateau at some point in their professional lives. The most important thing to remember, they say, is that it doesn't have to translate into disaster.

"If a person engages in a reassessment of what is really important, and what it is they really want to accomplish with the rest of their life, then a lot of good can come out of it," remarks Larson. "It can be a very liberating experience."

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Put your goals in writing. It's
one of the best ways to keep
your time and energy focused.

MECHANIC

Swanson Fahrner Ford
P.O. Box 160
Selma, CA 93662
209/696-4121
Attn: Dennis Frazier / Service Manager
Salary commensurate with experience. Benefits available after 90-day probation period along with profit sharing. Call for appt. RTJJ. Repair engine disorders for this new & used car dealership. FT position, Mon-Fri. Requires at least 3 mos exp with GM or Ford automobiles.

GRAND/AUTO HIRING NOW

Your career starts here!

Learn about the many job opportunities available now. Talk to our professional staff about your future. Hiring now for full and part-time sales and service positions in many Bay Area and Valley locations.

Receive xint pay with regularly scheduled salary reviews, vacation and holiday pay, plus employee discounts. Take advantage of our ongoing training programs to develop your career potential.

Contact the store manager at your closest Grand/Auto location during our extended hours of 7am to midnight.

Join the winning team,
where winning is a tradition.

GRAND/AUTO

EOE

Career success depends more
on **Attitude** than **Aptitude**.

UNIVERSAL ENGINEERING INC.

A hazardous waste management co
now has the following openings.
Salary DOE, + full benefit package.

Fabricator/Mechanic

Miscellaneous fabricating,
truck/trailer repairs, and medium-duty welding.

Diesel Mechanic

Experienced with Cummins
engines (in-frame or major
overhaul) and troubleshooting.

Truck Driver

End-dump experience preferred.
Must have class 1 drivers license.
Requires current DMV printout
and verifiable truck driving exp.

Apply to:
610 Industrial Way
Benicia, CA 94510

ALLIED RADIATOR AND MUFFLER



MUFFLER INSTALLER

Allied Radiator and Muffler & Brake
920 Gilman Street
Berkeley, CA 94710
415/524-3860
Attn: Pat or Steve Watson

Salary negotiable DOE, plus vacation & holidays. Send resume or apply in person. Large 3-yr-old muffler shop has good clientele and seeks individual to install mufflers, custom bend & install tailpipes, and replace hangers & gaskets (optional brake work is available if there is a desire to learn). Excellent opportunity for advancement. Hrs 8-5 (days to be discussed). Requires at least 2 yrs experience installing mufflers.

REPAIR TECHNICIAN / MANAGER

Television Repair
P.O. Box 648
West Sacramento, CA 95691
Attn: Keith Nelson

\$1800-3000/mo DOE/DOQ, medical/dental insurance available. Send resume, RTJJ. 4-person West Sacramento-area television repair shop offers a management position with excellent working conditions. Diagnose & repair color TV sets, microwaves, stereos, and VCRs; calculate repair estimates, and manage shop. Hrs 9-6 Mon-Fri. Requires shop management and TV/VCR/stereo repair service experience.

RV TECHNICIANS (2)

Almaden RV
1569 Almaden Expressway
San Jose, CA 95125
408/289-9442
Attn: Kathy or Don

\$9-12/hr DOE. Apply in person or call for appt. RTJJ. Duties include all phases of service & repair for all types of recreational vehicles, motor homes, campers, and trailers. Almaden RV is solely an RV service & repair shop. FT, 8-4:30 Mon-Fri. Req at least 2 yrs exp servicing RVs.

Good supervisors consider the opinions of everyone involved before reaching a decision.

STEREO/VCR TECHNICIAN (part-time)

Paradise Sound
860 South Winchester Boulevard
San Jose, CA 95128
408/246-2446

Attn: Warren or Andrea / Owners
\$8/hr and up DOE/DOQ. Call for appt or apply in person and furnish resume, RTJJ. Repair home & car stereo equipment, VCRs and camcorders. PT position with potential to become FT. This is an electronics service center now expanding into sales of home & car stereos, electronics, and accessories. Office hours 10-6 Mon-Fri, 20-30 hr workweek. Req a HS diploma and own car. Prefer 3 yrs exp in factory-trained electronics.

TIRE MOUNTER

Big O Tires
9701 Folsom Boulevard
Sacramento, CA 95827
916/362-0611
Attn: Owner

\$4-25-4.50/hr DOE. Apply in person. Retail tire store seeks individual to install tires using air guns & mounting equipment, and run errands. Full-time position; hrs & days depend on workload (store open Mon-Sat). Must be 16 yrs or older, have CDL and good driving record, and be clean & energetic. No experience required; will train.



Medicine/ Health Care

ACCREDITED RECORDS TECHNICIAN REGISTERED RECORDS ADMINISTRATOR

Red Bud Community Hospital
P.O. Box 6720
Clearlake, CA 95422
707/994-6486
Attn: Personnel Department

Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt or send resume. 40-bed acute care facility is seeking an ART or RRA to work in the medical records department. Full-time, Mon-Fri. Join our friendly staff and work in a beautiful Northern CA recreational area offering waterskiing, boating & fishing. Must have at least 1 yr acute care hospital experience with DRG coding experience; 3 yrs preferred. EOE

ANIMAL HEALTH TECHNICIAN

Bradshaw Veterinary Clinic
9609 Bradshaw Road
Elk Grove, CA 95624
916/685-2494
Attn: Amy

Salary commensurate with experience, plus excellent benefits. Call for appointment or send resume. Seeking a full-charge technician who is able to take radiographs, insert IV catheters, do blood work, and perform other duties. Full-time, flexible hrs include evenings & weekends. Busy 7-veterinarian practice is located in a growing community. Requires veterinary clinic experience. Must have good interpersonal skills and work well with a large staff. No license required; will train on the job. EOE

CNA

Casa San Miguel, Inc.
1050 San Miguel Road
Concord, CA 94518
415/825-4280
Attn: Nursing Department

\$6.05/hr (increase in 90 days) plus excellent benefits including holidays, sick leave, health & dental insurance, and 2 wks vacation/1st yr. Call for appt. Join a supportive nursing team providing general patient care and ensuring that quality service is given to all patients. Great advancement potential. All shifts available, full and part-time. Must have, or be in the process of obtaining, nursing certification. EOE

CNA

Eskaton Glenwood Manor
501 Jessie Avenue
Sacramento, CA 95838
916/922-8855

Attn: Dir of Nursing or Staff Developer
Competitive salary plus excellent benefits. Apply in person. Seeking those who enjoy working with the elderly to provide quality care for all patients (including personal & emotional needs). Flexible hrs; all shifts available. 128-bed ICF ambulatory residence facility is a part of Eskaton. Great advancement potential with our large corporation. Requires certification. Must be patient & caring.

ARA LIVING CENTERS

CNAs / NAs / UNIT AIDES

Driftwood Convalescent Hospital
1850 East 8th Street
Davis, CA 95616
916/756-1800
Attn: Pat Foster

Competitive salary (new wage scales) plus excellent benefits including vacation, holidays, sick leave, medical/dental insurance, and bonus pay. Call for appt. Seeking caring individuals to join our friendly nursing team and provide direct patient care. Full & part-time and on-call positions available; day & PM shifts in a pleasant environment. 124-bed SNF is part of a large long-term care chain. No experience needed; certification not necessary; will train. Housewives & retirees encouraged to apply! EOE



MORTICIAN (floating)

Macabre & Sons
13 Deadman's Curve
Death Valley, CA 91313
800/BURIALS

Attn: Frank N. Stein / Corpse Recruiter
Salary DOA, plus term life policy and plot discount after 13 days. Drop by before deadline, Friday 1/13. The opening you've been dying for! Undertake various grave responsibilities and perform "filler" projects during dead time. Lay to rest notions of a relaxed position. What was eternally considered a dead field is hereafter coming alive with opportunities (which should raise some spirits). Expect stiff competition. FT, PT, or on-call. Must understand cryptic communications and avoid getting buried in details. Individual who doesn't dig work hasn't a ghost of a chance. EEO/OWW

CNA / NA

Heritage Convalescent Hospital
5255 Hemlock Street
Sacramento, CA 95841
916/331-4590
Attn: D.O.N.

Salary to be discussed, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. Full & part-time and on-call shifts available. 99-bed skilled nursing facility, part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. Will train!

CNAs / NAs

Parkland Convalescent Hospital
1440 168th Avenue
San Leandro, CA 94578
415/278-4323

Attn: Director of Nursing
Competitive salary plus xint benefits including vacation, holidays, sick leave, and medical & dental ins. Call for appt or apply in person. Assess personal needs of patients and administer quality care. Full-time day shifts available. We have excellent opportunities for upward mobility in our large, growing corporation. If you're a caring person who is seeking a nursing career, come visit us today and see what ARA Living Centers can offer you! CNA certification preferred, but not mandatory. We offer pre-certification classes in-house. Bring your talents to us today!

EXAMINATION ANNOUNCEMENT

CHIEF MEDICAL OFFICER, CORRECTIONAL INSTITUTION

Possession of the legal req for the practice of medicine in the State of California, and two yrs of exp performing the duties of a physician or psychiatrist in a California state correctional facility, or four yrs of exp in the practice of medicine, including one year's practice in a hospital or correctional institution.

Range A: \$6952 - \$6984 per month
Range B: \$6952 - \$7081 per month

Submit a State application (form 100-678) to:

Department of the Youth Authority
Examination Unit
4241 Williamsburg Dr, Suite 115
Sacramento, CA 95823

All applications must be submitted by December 1, 1988
(916) 427-4712

CNAs / NAs

Auburn Gardens Convalescent Hospital
260 Racetrack Street
Auburn, CA 95603
916/885-7051
Attn: Front Desk

Salary DOE, plus per diem rates available and full benefits package for full-time positions. Call for appointment. Looking for caring individuals to join our friendly, supportive nursing team in providing direct patient care at this 84-bed SNF, located in the beautiful Sierra Foothills. Full & part-time positions; all shifts available. Flexible scheduling! Certification not necessary; in-house training provided. Great job for second income, students & housewives! EOE

COUNSELORS (3)

Savage & Taylor Associates
900 5th Avenue, Suite 202
San Rafael, CA 94901
415/454-5903
Attn: Pat or Darrell

\$12,500-17,000/yr DOE/DOQ. Xint bft pkg available immediately upon hire. Call for appt & info or send resume. RTJJ. Train developmentally disabled adults for innovative Marin County agency providing specialized residential & day services. Work in home & community setting to facilitate daily living activities including recreation, domestic management, and community integration. FT & PT positions avail w/ flexible scheduling, shift work, and/or overnight stays. Must be responsible, reliable & enthusiastic. 1+ yrs exp with developmentally disabled population and CDL preferred. Ongoing training provided.

CT TECHNOLOGIST

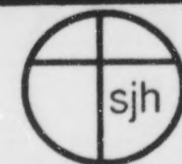
Sonoma Valley Hospital
347 Andrieux Street
Sonoma, CA 95476
707/938-0292

Attn: Human Resources Department
Competitive salary plus comprehensive benefit package. Call or send resume. Join our professional staff and work in the X-ray department of this licensed 91-bed acute care facility located in the beautiful wine country of Northern CA. Full-time position; day shift. Requires minimum 1 yr hospital experience including special procedures. 5 yrs X-ray experience preferred. EOE

DIETARY SUPERVISOR

Valley West Convalescent
1224 E Street
Williams, CA 95987
916/473-5321

Attn: Debbie Murillo
Negotiable salary DOE; xint bfts include sick leave, vacation, holidays, and medical/dental, life & vision ins. Call for appt or send resume. 59-bed SNF is under construction & renovation (soon to be a 99-bed facility) and is looking for a dietary supervisor responsible for supervising, ordering & scheduling. FT position; flexible scheduling (hrs & days to be arranged). Join our friendly staff and relocate to a beautiful rural community close to xint recreational activities including waterskiing & boating. Requires min 1 yr experience as dietary supervisor in an SNF, or will train person with equiv background. EOE



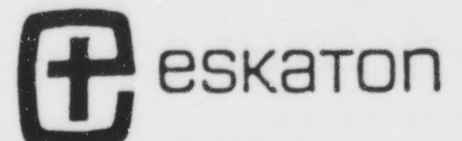
st. joseph hospital

CYTOTECHNOLOGIST

St. Joseph's Hospital
2700 Dolbeer Street
Eureka, CA 95501
707/445-8121 x600

Attn: Personnel Department

Excellent salary plus comprehensive benefits including paid time-off program, medical, dental, life & vision insurance, and pension. Call for more information or send resume. Screen cytologic specimens. Full-time position, Mon-Fri. Join our progressive 97-bed acute-care facility located along the beautiful coastline of Northern CA. Requires CA cytotechnologist license. ASCP membership strongly recommended. ASC membership desired.



DIRECT CARE STAFFMEMBERS

President John Adams Manor
4256 Fruitridge Road
Sacramento, CA 95824
916/427-0592

Attn: Steve Andrews

\$4.63/hr plus bfts for FT & PT staff, including medical/dental/vision & life ins, pension plan, 2 wks vacation, 9 holidays, and sick leave. Call or pick up application in person, 9-3 Mon-Fri; RTJJ. Train developmentally disabled adults in personal, recreational & occupational therapy skills, encouraging independent living. Full-time job for those interested in helping others. FT, PT & on-call; AM, PM & night shifts available. ICS/DD/H facility serves DD adults (ages 18-70) in two South Sacramento homes. Requires ability to read & write. Prefer understanding of developmental disabilities. EOE

DIRECTOR OF NURSING SERVICES

Churchill Regional Medical Center
P.O. Box 1240
Fallon, NV 89406
702/423-3151

Attn: Respond to Administration

Salary commensurate with experience plus excellent benefits. Call for more information and respond to Administrator of CRMC. Responsible for nursing services, pharmacy, and respiratory/physical therapy. Full-time, Mon-Fri. 40-bed medical center with pleasant working conditions is located in a rural setting, close to Reno and Lake Tahoe. Requires RN license, BS degree, and minimum of 2-5 yrs management experience to fill Director/Patient Care Services.

Nursing Home Administrator

ARA Living Centers, a quality, long-term health care provider, is in search of the premier candidate to operate our 105-bed SNF in Pleasant Hill. We require only the best to join our team of professionals in expanding the standards of care.

If you are:

- ◆ Community-oriented
- ◆ Used to working in a high-visibility position
- ◆ Accustomed & comfortable in marketing our service to the community
- ◆ Recognized by your peers as among the best

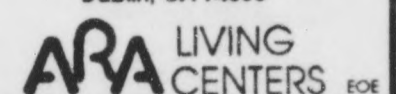
THEN WE HAVE THE CAREER OPPORTUNITY FOR YOU!

We offer an extensive orientation program, xint compensation and benefits, a rewarding incentive program, & educational assistance.

If you are interested in working for a stable, progressive, and innovative organization, this is your opportunity to join the ARA Living Centers family.

If you are interested in setting new standards of excellence, send your resume to:

Director of Human Resources
ARA Living Centers
P.O. Box 2584
Dublin, CA 94568



Immediate openings in a new existing psychiatric program for:

- ◆ Staff Psychiatrists (M.D.)
- ◆ Psychiatric Social Workers
- ◆ Rehabilitation Therapist
- ◆ Registered Nurses

Competitive Pay and Excellent Benefits

Interview & Relocation expenses available

Contact:

Dept of Mental Health
Vacaville Psychiatric Program
Attn: Anthony Streveler
P.O. Box 2090
Vacaville, CA 95696-2000
(707) 449-6597

AA / EOE

RNs / LVNs

If You're

seeking that perfect nursing job with the flexibility & stability you need,

And You

enjoy geriatric care and that special closeness with your patients, apply today!

We Offer:

Competitive salaries and excellent benefits package. Driftwood Convalescent is a part of ARA Living Centers which offers excellent career advancement and relocation.

Call: Fran Hagenbuch / DON

Driftwood Convalescent Hospital
8170 Murray Avenue
Gilroy, CA 95020
(408) 842-9311

ARA LIVING CENTERS

CHIEF MEDICAL OFFICER, CORRECTIONAL INSTITUTION

Possession of the legal req for the practice of medicine in the State of California, and two yrs of exp performing the duties of a physician or psychiatrist in a California state correctional facility, or four yrs of exp in the practice of medicine, including one year's practice in a hospital or correctional institution.

Range A: \$6952 - \$6984 per month
Range B: \$6952 - \$7081 per month

Submit a State application (form 100-678) to:

Department of the Youth Authority
Examination Unit
4241 Williamsburg Dr, Suite 115
Sacramento, CA 95823

All applications must be submitted by December 1, 1988
(916) 427-4712

Veterans Administration Medical Center

Physical & Occupational Therapists

The VA Medical Center in Martinez has positions available for Physical Therapists and Occupational Therapists in a university-affiliated 402-bed acute care facility. Benefits include:

- ◆ Liberal vacation and sick leave
- ◆ Health & life insurance
- ◆ Tax-deferred retirement benefits
- ◆ 10 paid holidays
- ◆ Opportunities for continuing education

Competitive salaries commensurate with experience and education. US citizenship required. Interested individuals contact:

Personnel Department
(415) 228-6800, ext 219 or 221

VA Medical Center
Martinez, CA 94553

Equal Opportunity Employer

Nursing Home Administrator

ARA Living Centers, a quality, long-term health care provider, is in search of the premier candidate to operate our 105-bed SNF in Pleasant Hill. We require only the best to join our team of professionals in expanding the standards of care.

If you are:

- ◆ Community-oriented
- ◆ Used to working in a high-visibility position
- ◆ Accustomed & comfortable in marketing our service to the community
- ◆ Recognized by your peers as among the best

THEN WE HAVE THE CAREER OPPORTUNITY FOR YOU!

We offer an extensive orientation program, xint compensation and benefits, a rewarding incentive program, & educational assistance.

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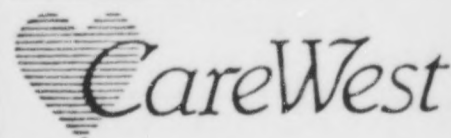
Director of Human Resources
ARA Living Centers
P.O. Box 2584
Dublin, CA 94568

ARA LIVING CENTERS EOE

DIRECTOR OF NURSING
Fremont Nursing Center
2171 Mowry Avenue
Fremont, CA 94538
415/793-8383



Attn: Cindy Kuhle / Administrator
\$3500/mo DOE plus excellent benefits including medical, dental & life ins. credit union, profit sharing, vacation, holidays, and sick leave. Call for appointment or send resume. Seeking an interim DON to work with elderly patients in a new, special rehabilitation program, and fill in for DON during leave. Potential for full-time, permanent position. Our 88-bed SNF has a friendly staff and provides quality patient care. Requires Calif RN license. Prefer exp working with psychogeriatric patients. Extensive training program provided. EOE



DIRECTOR OF NURSING
Care West Manzanita
300 Cherry Creek Road
Cloverdale, CA 95425
707/894-5201
Attn: Monica

Competitive salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical/dental insurance. Send resume. 72-bed SNF, located in a lovely rural community, has a great reputation for providing quality patient care and seeks a caring professional to join our supportive nursing team. Full-time position, Mon-Fri. Requires Calif RN license. Prefer DON & long-term care experience, and supervisory skills.

Call back your job prospects regularly. Unless they hear from you, they may think you're no longer interested.

DIRECTOR OF NURSING SERVICES
Driftwood Care Center
1220 Plumas Street
Yuba City, CA 95991
916/671-0550

Attn: Shirley Ma / Administrator
Salary commensurate with experience, plus excellent benefits. Call for more information or apply in person. We are seeking an RN with a genuine desire to work with geriatric patients in our 59-bed SNF. Direct, supervise & schedule nursing staff. Full-time Mon-Fri; flexible scheduling. We offer a supportive & caring staff, a pleasant working environment, and a beautiful area for relocation. Requires RN license and good communication skills. Long-term care experience a must. EOE

DIRECTOR OF NURSING SERVICES
Indian Valley Hospital
174 Hot Springs Road
Greenville, CA 95947
916/284-7191

Attn: Administration or Personnel
Negotiable salary + xint benefits including vacation, holidays, sick leave, and medical, dental & vision ins. Call for more info or send resume. Will be in charge of acute care/SNF unit. Responsible for supervision of departments, scheduling, and assessing needs for 2 units. FT, Mon-Fri (no weekends). Small, 25-bed hospital seeking that serious nursing professional who can be a good leader and have that personal touch with our nursing department. Must have RN license, administrative background, and good communication & interpersonal skills. Knowledge of Title 22 preferred.

Restaurant Managers/ Equity Partners

We're looking for a few successful full-service restaurant managers who want more than just a job.

If you are ready to invest \$50,000 (or more) and time in your future, we need to talk!

Excellent Salary Percentage

Send resume to:

Brooks Company
c/o Terry O'Neill / Personnel Dir
P.O. Box 12010
Fresno, CA 93776
or call
(209) 485-8520

Do You Have What it Takes to Run Your Own Business?



by Ananda Shakti

Creating a satisfying business requires matching your personal desires, dreams, available money, and resources with the appropriate way to develop your business idea.

What is business and what can you expect to get out of it, besides a paycheck? Business is the act of getting someone to pay you for a service or product. That's it. That's all it is. The rest of the game is what you build around that simple conversation. In order to build for permanence, here are some important points prospective entrepreneurs should consider:

Undoubtedly, the most important step to succeeding in business is knowing what you really want. What turns you on? What do you love to do? Do you see a need that could be filled? Have you an idea that would make life easier for others? What do other folks need and can't find? After you have your idea, look to yourself and write a personal business plan. Where do you want to be in one year, five years, a decade? How much money, how much time do you want to have? Where do you want to spend your vacations? Where do you want to live; what kind of car do you want to drive? What do you value most - freedom, creativity, family, self-expression, loyalty? Write down clearly your values and goals. Without a clear understanding of what you want you will never know how to get there. The task of creating a satisfying business is in matching your personal desires, dreams, available money, and resources with the appropriate way to develop your business idea.

Now, evaluate yourself based on the following positive and negative realities of self-employment:

Positive

You are on your own.
You are your own boss.
You have all the responsibility.
You control the results.
You can live your own values.
Your income is unlimited.
You control your time flexibility.

Negative

It can be lonely.
There is no one else to blame.
There may be no one else to help.
You can't hide your mistakes.
Others may have different values.
Income sometimes vacillates.
You must manage your time effectively.

These are some of the benefits and drawbacks of being in your own business. Can you handle the negatives? Pay particular attention to the fact that your income can (and will) vacillate and that there is no insurance or any of the other benefits you might get if you were employed. Be very clear that you are the sole problem-solver and must be self-motivated. These are not small items. No one cares about your success, except you. Not even your family will really understand. One other benefit that should be mentioned is the tax break. Many of your regular expenses become business expenses, especially if you run your business from home. If you keep immaculate records and can verify all your deductions, you can save from the tax man most of what you make. I know entrepreneurs who have grossed \$25,000 and paid \$100 in taxes. Keep good records. Pay your taxes; if you ever want to apply for credit you must be able to verify your income, and your tax returns will validate it.

In starting a business of your own you are able to "buy" into the business at whatever management level you'd like. The first level is self-employment. Here, whatever the business makes is yours. There are no employees, expenses are kept to a minimum, and usually the business is run from the owner's home. There are many, many businesses that can be started this way, particularly in the area of service. It is easily possible to start a business at this level without cash, but you substitute hard work and long hours (sweat equity) for the lack of capital. Janitorial, repair, consulting, catering, and day care services are a few of the many possibilities at this level.

Any business legally owned by one person is called a sole proprietorship. A partnership is the same thing with more than one owner. Sole proprietorships may or may not have employees. This can be a small business run from home or a major concern employing hundreds. After the business has started, the sole proprietor changes hats from entrepreneur to manager. A Mom-and-Pop grocery store is a good example. At this level it is also possible to become an executive by creating or buying an operation big enough to have information systems and enough employees and managers to need someone (you) to act in an executive capacity. Any of these forms or levels can become a corporation by filing the proper paperwork with the appropriate agencies. It is important to note here that business is flexible and can become whatever you want and need. A fledgling business can pass through all of the above levels if the owner has sufficient interest and skill.

Is this the time in your life to take the plunge? In order to make this evaluation, look at your present income. Is it possible to live on less? How much less and for how long can you live reasonably on that amount? What are your current obligations? Have you any savings or other resources? This information will give you the time frame available to you to produce a similar income. It will also help you understand the amount of capital you have access to.

Continued on page 21

OWNER / OPERATORS

Haul SEAC containers to and from Bay Area piers.

- ◆ Excellent pay
- ◆ Great insurance available
- Requires:**
- ◆ Medical card
- ◆ DMV printout
- ◆ Class 1 CDL
- ◆ Long wheelbase tractor

Call:
**AMERICAN TRANSFER
COMPANY**
(209) 466-0111

EOE

\$2 MILLION

I'm 26 years old, and I have earned over \$2 million in the last 18 months with a revolutionary new product!

**Dynamic Entrepreneurs
needed now.**

(415) 825-5350

FAMILY NURSE PRACTITIONER / PHYSICIAN ASSISTANT

West Modesto Medical Clinic
1114 Sixth Street
Modesto, CA 95354
209/576-2845

Attn: Joanne Helling/Clinic Administrator
Competitive salary DOE, plus good benefits including vacation, holidays, sick leave, and medical/dental ins. Call for appt or send resume. Busy family practice, located in the San Joaquin Valley, seeks a caring individual to join our family-oriented community clinic in treating patients. Work with patients of ethnic backgrounds. Hrs 9-5 Mon-Fri. Requires FNP/PA license. Spanish as a second language helpful. EOE

HEALTH INFORMATION SPECIALIST (PT)

Solano County
580 Texas Street
Fairfield, CA 94533
707/429-6321

Attn: Personnel Department
\$2255-2740/mo (salary based on FT employment and prorated benefits). Call for more info or apply in person by 11/22. Conduct direct health education activities for Perinatal Family Planning Program; perform client orientation sessions, initial & follow-up assessments, and care plan development, conduct outreach program, and develop health education protocols. PT (75%) position available in Perinatal/Family Planning Division of the Solano County Public Health Department. Requires master's degree in public/community health and 1 yr of maternal & child care health experience. AA/EOE

LVN

Care West - Sierra Nursing Center
310 Oak Ridge Drive
Roseville, CA 95678
916/782-3158

Attn: Andy Wallace / Administrator
Excellent salary plus good benefits package (for full-time positions) including paid vacation, holidays & sick leave, and medical & dental insurance. Call for appointment or send resume. 67-bed skilled nursing facility is currently seeking enthusiastic, dependable individuals to join our supportive nursing team. Perform charge nurse duties including passing medications and treating patients. Full-time PM shift and part-time day shift available. Requires current Calif LVN license. EOE

LVN

Los Banos Convalescent Hospital
931 Idaho Avenue
Los Banos, CA 93635
209/826-0790

Attn: Director of Nursing
Salary commensurate with exp. + xint benefits. Call for appt or more info. Small, friendly, 59-bed Eskaton-managed facility seeks LVN to administer medication and supervise NAs during assigned shifts. Full & part-time, all shifts available (choose your shift). If you are tired of the fast-paced traffic of the city and are seeking a change, come visit us today and see how beautiful & relaxing our surroundings are. WE OFFER \$1000 RELOCATION BONUS PLAN!! Requires Calif LVN license. Must be a caring nursing professional who enjoys working in long-term care. New grads welcome! EOE

Director of Nursing**Stop and Evaluate Yourself**

Do you enjoy a close-knit working relationship with your staff?

Do you enjoy a one-on-one rapport with all patients?

If this sounds like what you need in a job and what you've been searching for, come visit us and see what we can offer you! Our small 50-bed SNF is seeking that special person to work as a Floor D.O.N. overseeing our nursing dept.

We offer a competitive salary & bnft pkg.
Apply today. Contact:

May Wong

Mission Bay Convalescent
331 Pennsylvania Ave
San Francisco, CA 94107
(415) 647-3587

Lassen Community Hospital

Immediate openings for:

- ◆ Director of Medical Records - RRA or experienced ART
- ◆ Director of Physical Therapy - CA licensed (or eligible) need to be an experienced PT

Good compensation package and management benefits.

Send resume to:

LuAnn Johnson
Lassen Community Hospital
560 Hospital Lane
Susanville, CA 96130
(916) 257-5325 ext. 266

EOE

LVN

Parkland Convalescent Hospital
1440 168th Avenue
San Leandro, CA 94578
415/278-4323

Attn: Director of Nursing

Competitive salary commensurate with experience, plus excellent benefits including vacation, holidays, sick leave, and medical/dental insurance. Call for appt or apply in person. Responsible for supervising the nursing assistant crew and administering treatments to your caseload of patients at this 176-bed SNF. Full-time: PM shift 3-11. If you are a serious nursing professional seeking the career you have always wanted, come visit us today and see what ARA Living Centers can offer you. Requires LVN license.

LVN

West Oakland Health Center
700 Adeline Street
Oakland, CA 94607
415/835-9610

Attn: Margaret Goods / Personnel Dept
Competitive salary plus xint benefits. Apply in person or send resume by 11/7. Busy outpatient multi-specialty health facility seeks individual to provide direct care including treating patients and administering medications. Full-time 8:30-5 Mon-Fri. Requires Calif LVN license. Prefer 1 yr experience and clerical skills. EOE

LVN / LPT

Sacramento Mental Health Center
2150 Stockton Boulevard
Sacramento, CA 95817
916/732-3637

Attn: Mike Gilmartin / Crisis Unit Coord
Competitive salary plus night differentials and complete benefits package for full-time employees. Call for appt or more information. Mental health facility, located in the heart of Sacramento, seeks nurses to work in our crisis unit passing medications, making clinical assessments, and relieving head nurses. Full & part-time positions, PM & night shifts available. Requires Calif LVN/LPT license. Experience in a psychiatric crisis unit preferred.

REGISTERED NURSES

FT & PT positions open (all shifts) in progressive cardiovascular care unit.

Qualifications are: Must have been employed as a Progressive Cardiovascular Care Nurse a min of 6 months, or be an experienced Critical Care Nurse.

Excellent salary and benefits including 1 mo paid vacation per year.

Apply at:

Dameron Hospital
Association

525 West Acacia Street
Stockton, CA 95203

or call:

(209) 944-5550 ext 3131



**AUBURN FAITH
COMMUNITY
HOSPITAL**

This 102-bed acute care hospital is located in the beautiful Sierra foothills.

Currently seeking caring professionals to join our health care team:

Registered Nurses

Positions available in all departments.

Licensed Vocational Nurses

Part-time & Per diem (Med/Surg)

Medical Technologist

Per diem

Occupational Therapist

Part-time & Per diem

Respiratory Care Practitioner

Per diem

Qualified candidates

please contact Personnel:

**Auburn Faith
Community Hospital**

11815 Education Street
Auburn, CA 95604

(916) 885-7201 ext 721

LVN

Shields Intermediate Care Hospital
3230 Carlson Boulevard
El Cerrito, CA 94530
415/525-3212

Attn: Director of Nursing

\$10.25/hr plus excellent benefits including vacation, holidays, sick leave, and medical ins. Call for appt or apply in person. Charge position responsible for passing medication and supervising staff. Great opportunity for individual with good communication & supervisory skills. Full-time PM or relief shifts available; flexible around your schedule. 45-bed facility has a friendly working environment, great working conditions, and offers opportunities for career advancement and upward mobility. Requires Calif LVN license. Must be caring and enjoy working with geriatric patients.

LVN

Pittsburg Care Center
535 School Street
Pittsburg, CA 94565
415/432-3831

Attn: D.O.N. or Administrator

Competitive salaries commensurate with experience, + great benefits! Call for appt or apply in person. If you're an LVN, come visit us today! Seeking motivated & career-minded individuals who will be both an asset and delight to our patients & staff. Duties include administering medication and providing patient treatments. FT & PT positions, AM & PM shifts with flexible scheduling to suit your needs. Privately owned 49-bed SNF, located east of Concord, has great advancement opportunities for professionals who give quality care and have team spirit. Requires Calif LVN license.

REGISTERED NURSES ONLY

EARN \$2634-2892/MONTH!

The California Dept of corrections offers a challenging career with job security and excellent benefits.

Positions are available statewide.

For employment information
call today.

1-800-622-WORK



EOE

LVNs

EARN \$2,336/MONTH!

Become a

MEDICAL TECHNICAL ASSISTANT

with the State of California
Department of Corrections

Outstanding benefits & statewide opportunities. If you have:

- ◆ LVN or RN license or 1 yr exp as a corpsman with proof of admission to LVN exam
- ◆ A High School diploma or GED
- ◆ US citizenship
- ◆ 21 yrs of age (no age max)
- ◆ Good physical condition (normal hearing and vision)
- ◆ No felony convictions or illicit drug usage

To apply call:

1-800-622-WORK



Northern Testing Center
P.O. Box 161329
Sacramento, CA 95816

EOE

SACRAMENTO MEDICAL FOUNDATION BLOOD CENTER**LVN OPPORTUNITIES**

Sacramento Blood Center
1625 Stockton Boulevard
Sacramento, CA 95816
916/456-1500

Attn: Receptionist

Competitive salary plus excellent benefits. Apply in person. Positions available in our donor room & mobile departments. We provide training in all areas of the blood donation process, including phlebotomy & donor evaluation. Full & part-time; variable hrs and some weekends. We serve 42 hospitals in 11 counties. Requires Calif LVN license and CDL. Must have good driving record. EOE M/F/H

ARA LIVING CENTERS

is currently seeking nursing professionals to work in any of our 3 facilities in Pleasant Hill and be a part of our quality team.

RN / LVN / CNA / NA
All shifts

We offer you flexible hrs & days around your schedule, job sharing, and excellent benefits!

If you enjoy working with the elderly and giving your best, we want you! Come visit us and see what we can offer you.
New Grads Welcome!

Contact: Sandy Heinisch

550 Patterson Boulevard
Pleasant Hill, CA 94523

Job Hotline (415) 932-3218



ARA LIVING CENTERS

LVNs

Lakeshore Convalescent Hospital
1901 Third Street
Oakland, CA 94606
415/834-9880

Attn: Director of Nursing

Competitive salary plus benefits. Call for appointment. Charge nurse position responsible for passing medication and administering treatments. Full & part-time positions; flexible shifting. Small 38-bed facility is family-owned & operated and has a friendly, home-like atmosphere and great working conditions. Requires LVN license and geriatric experience. Must be motivated and enjoy working with geriatric patients.

Piedmont Gardens Retirement Home

is an SNF / Residential / Personal Care facility located in a pleasant environment. We have a friendly staff & flexible working conditions. Currently seeking the following:

- ◆ RN - LVN (SNF Unit) FT
- ◆ LVN (Personal Care) FT
- ◆ Receptionist - On-call
- ◆ Asst Activities Director -- PT
- ◆ Asst Supervisory Dietary -- FT
- ◆ CNAs - On/call
- ◆ Personal Care Asst - On/call

We offer competitive salaries and excellent benefits package for FT & PT employees. Seeking dependable, career-minded people to join our supportive crew today. Interested candidates call:

Janis

(Please, no drop-ins)
110 41st Street
Oakland, CA 94611
(415) 654-7172

The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity . . . our guarantee . . . for the future.



Please call
1-800-544-8778

or send your resume:
3000 L Street, Suite 104
Sacramento, CA 95816

Sutter Health

EOE/AA/M/F/H

MEDICAL RECEPTIONIST

Retinal Consultants
6660 Coyle Avenue, Suite 330
Carmichael, CA 95608
916/967-1110
Attn: Front Office Receptionist
Salary commensurate with experience, plus vacation, holidays, sick leave, medical insurance, and pension. Call for appt. Currently seeking a dynamic & professional individual who is detail-oriented. Duties include answering phones, entering data, and serving patients (scheduling & providing insurance information). Current opening in our Sacramento location. Full-time Mon-Fri; weekends off. Growing practice has offices in the Sacramento & Stockton areas. Req. medical receptionist exp. Must be motivated and have good communication & interpersonal skills. Ins. knowledge preferred.



Mercy Healthcare Sacramento

MEDICAL TRANSCRIBER

Mercy Healthcare Sacramento
Division of Catholic Healthcare West
7750 College Town Drive, #101
Sacramento, CA 95826
916/386-3115
Attn: Lowell Carrel / Employment Coord.
\$8.25-10.03/hr, plus generous benefits package. Call or write for more information. Mercy Hospital is a 385-bed acute care facility located in one of Sacramento's most beautiful & distinguished residential areas. Seeking dependable professionals to join our team. Transcribe a variety of medical records & reports. Full-time PM shift available. Requires 1 yr recent medical transcribing experience, typing of 800 lines/shift, and substantial knowledge of medical terminology. EOE M/F/H

NURSE PRACTITIONER / PHYSICIAN'S ASST

Pershing General Hospital
P.O. Box 661
Lovelock, NV 89419
702/273-2621
Attn: Administrator
Competitive salary plus excellent benefits including vacation, holidays, sick leave, medical/dental, vision & life insurance, and paid retirement. Call for appt or send resume. Seeking a family nurse practitioner to treat & counsel patients in our family-oriented clinic and acute care hospital. Full-time Mon-Fri. We are located in a lovely, small rural community that offers many recreation opportunities including fishing, hunting & water-skiing. Requires APN certification. EOE

NURSES

Solano County
580 Texas Street
Fairfield, CA 94533
707/429-6321
Attn: N. Ott / Personnel Department
Salary DOE/DOQ. Call for more information. Nursing position available in the following areas of the County's Health Department: home health, institutional services, public health & clinics. Full & part-time positions available. Requirements include 1 yr clinical nursing experience and Calif RN license. AA/EOE



Lodi Memorial Hospital

NURSING SUPERVISOR

Lodi Memorial Hospital
975 South Fairmont Avenue
Lodi, CA 95240
209/334-3411 x507
Attn: Nursing Department
Excellent salary & benefits. Call for appt or more information. Charge nurse position is excellent opportunity for a team leader who can administer medication and be a good teacher & supervisor. Full-time, 11pm-7am shift. 101-bed acute-care hospital, located in Northern CA, has a friendly atmosphere and flexible working conditions. Requires RN license. Staff supervision experience preferred.

RN Unit Administrator

14-station outpatient dialysis facility is seeking an RN unit administrator with a minimum of 3 yrs dialysis exp. Must have knowledge of CAPD. Management experience a plus. Salary negotiable. Excellent benefit plan offered.

Call for appointment
(707) 553-9174, Juanita Hill
Community Dialysis Services of Vallejo
121 Hospital Drive
Vallejo, CA 94590

by Cecily Sprouse, Sutter Health

Hemodialysis machines function in place of a patient's kidney, cleaning out impurities in the blood for three to four hours, three days a week. This time-consuming procedure is what keeps patients alive who have lost the use of their kidneys. Dialysis patients may spend up to 700 hours per year on the dialysis machine.

The dialysis technicians who operate the artificial kidney machines become important people in the patients' lives. There are two general types of technicians in renal dialysis units of hospitals and in freestanding centers. Dialysis technicians are responsible for providing the technical support for all the dialysis equipment used in the treatment of dialysis patients. Over the past several years, a separate job classification called patient care technicians has developed to assist nurses in providing direct patient care needs, reports Vicki Jones, R.N., director of nursing at Sutter General Hospital. In some units, dialysis technicians are responsible for both equipment maintenance and caring for the patients on the machines. With the advances in the technology of the dialysis machines, fewer machine-trained dialysis technicians are necessary because the equipment is much easier to operate, monitor, and maintain.

Patient care technicians are responsible for putting the patient on the dialysis machine, which includes inserting the needle, injecting anticoagulant drugs, monitoring vital signs, and responding to machine alarms and other problems. The patient care technician reports to a registered nurse who is responsible for interpreting all findings, coordinating, and directing care.

Dialysis technicians work simultaneously with patient care technicians. They may clean and test each individual's dialyzer, the filter used to remove impurities from the blood. At many facilities, each patient's dialyzer may be reused up to 15-20 times, so it is extremely important to ensure that it is in proper working order after each use. The dialysis technician reports to the chief technician.

Educational requirements for dialysis technicians include a preference for two college-level biological sciences or chemistry courses. Six to twelve weeks dialysis training in an approved dialysis center is usually provided on-the-job. The training includes machine operations, chemical interaction, water treatment, and dialysate baths.

Careers in Hemodialysis



Strong relationships often develop between the technicians who operate the artificial kidney machines and the patients who are kept alive by their efforts.

Patient care technicians must be certified by the State Department of Health. The technician must be familiar with dialysis management and medications. Educational requirements include a high school education with coursework in college-level health sciences preferred. Some experience in health care is also preferred. A six- to twelve-week training course required by the hospital teaches patient care technicians about dialysis procedures, patient care, equipment, and renal failure. The training is a combination of classroom and hands-on training. Dialysis technicians start at about \$17,000 per year in the Sacramento area and \$21,700 in the Bay Area.

The demand for dialysis technicians is not high right now, according to Jones. Turnover is exceptionally low because the technicians establish strong relationships with many of the patients. At Sutter

General, most of the dialysis technicians have been on staff for ten years. These technicians enjoy the bonding which naturally occurs with dialysis patients and a close staff. Also, the work hours for dialysis technicians are very stable, usually requiring no nights and only a few Sundays a year.

Advancement beyond patient care or dialysis technician requires additional training. There is no direct promotion from the position of patient care technician. Those who want further advancement generally return to school for their nursing degrees. Dialysis technicians can advance to chief technician with demonstrated proficiency in the operation of the dialysis equipment and management potential. With additional education and training, dialysis technicians can also become biomedical equipment technicians — a rapidly growing field in the health care sector.

HEALTH CARE HORIZONS

NURSES

Mendocino Coast District Hospital
700 River Drive
Fort Bragg, CA 95437
707/961-1234 x289
Attn: Personnel Department
Competitive salaries plus excellent benefits. Call for information. Nursing positions available in OR, labor & delivery, med/surg, and ICU/CCU. Full & part-time positions available; varied shifts. This 54-bed ACU provides quality care and offers a wonderful living environment on the spectacular Mendocino Coast. Must have a Calif RN or LVN license. EOE

OFFICE NURSE

Auburn Internal Medicine Group
3237 Professional Drive
Auburn, CA 95603
916/885-1941
Attn: Shirley Rowe
\$1350-1450/mo DOE, + 2 wks vacation, holidays, sick leave, profit sharing (5 yr vesting) & pension, and medical ins after 3 mos. Send resume. Responsible for EKGs, treadmills, injections, phlebotomies, and assisting doctors with minor surgical procedures. FT position, Mon-Fri. Medical group consist of 5 physicians, an infectious disease specialist, and 2 gastroenterologists; will be moving into a new, larger building in the spring. Requires CA-licensed RN or LVN and ofc nursing exp. Must be organized and able to keep pace with a busy office. IV certification a plus. EOE

OPTOMETRIC ASSISTANT (entry-level)

Dr. Gary Scheffel, Optometrist
3300 Coach Lane
Cameron Park, CA 95682
916/677-8886
Attn: Jeanie Scheffel
\$5.25/hr DOE (training salary) plus medical insurance contribution. Send resume. Read prescriptions and dispense & assist in fitting glasses & contact lenses. Part-time flexible schedule; will become full-time. 8-yr-old company offers exams and a full line of optical products, and has a second office in Sacramento. Cameron Park is in the beautiful foothills of El Dorado County, only 25 minutes from Sacramento. Must be organized, career-oriented, and familiar with optometric terminology. EOE

Failing to plan is planning to fail

Dialysis Machine Technician

Sutter General Hospital, a new 299-bed acute care facility located in Sacramento, seeks experienced PT, on-call machine techs for our 17-station renal dialysis unit. Requirements include:

- 2 college-level courses in biology, science, or chemistry
- Demonstrated mechanical and/or electrical abilities also required
- Completion of a previous hospital dialysis training program with proven experience desired

Competitive salary and comprehensive benefit package offered

Please send resume or apply in person to:

Cheryl Barros
Employment Interviewer

Sutter General Hospital
3000 L St, Suite 104
Sacramento, CA 95816

EOE M/F/H

◆ RN Dialysis ◆

Community Dialysis Services of Roseville and Auburn have the following openings:

- ◆ Registered Nurses FT & PT
 - ◆ Acute & Chronic care opportunities available
- 36-hr work week & competitive salaries with excellent benefit plan offered. Immediate placement potential for experienced personnel.

Send resume to:
218 Harding Blvd
Roseville, CA 95678
Attn: Bobbi Tweedy

Dialysis Social Worker

Half-time position in free-standing clinic serving 78 patients. Requires MSW, LCSW. Knowledge of local social service agencies. Experience with psycho/social assessment, counseling, and discharge planning.

Please call or write:

B.M.A. Dialysis Unit
Providence Hospital
3100 Summit St, Box 23020
Oakland, CA 94623
(415) 893-2060
Attn: Diane

NEW WEST DIALYSIS CLINICS

New West Dialysis, the largest chronic hemodialysis facility in the Sacramento area, is currently recruiting for the following positions:

- ◆ RNs
- ◆ Dialysis Technicians

FT, PT, days, nights (including Saturdays)

Excellent benefits, profit sharing, and competitive salary. Facilities located throughout Northern California.

Send resume to:
300 University Ave, Suite 201
Sacramento, CA 95825
No phone inquiries, please

EOE

NUTRITION/DIETETICS PROGRAM COORDINATOR

Redding Industrial & Occupational Health Medical Group
1920 California Street
Redding, CA 96001
916/241-5677

Attn: Debra Chapman
Competitive salary DOE, + attractive benefit pkg including paid vacation & sick leave. Join our professional team. Coordinate & teach nutrition education & weight management for a medically supervised nutrition program. Full-time, Mon-Fri. Redding Industrial is a progressive medical facility located in beautiful Northern CA, less than 2.5 hrs from the Pacific Coast. Enjoy skiing in the mountains or boating at Shasta Lake. Req a BA in nutrition or a registered dietitian. Prefer knowledge of physical fitness and group instruction exp. EOE

CBA?

Confused by abbreviations?
Help is on page 2.
See the Reader's Guide.

PHONE COUNSELOR

Mental Health Foundation
P.O. Box 2170
Aptos, CA 95001

Attn: Asst Director
\$10+/hr DOE/DOQ. Mail resume, RTJJ. Will conduct phone counseling for clients in busy office. Coordinate and refer clients to support staff and write results of conversations for client tracking system. 50 hrs/wk with rotating days and shifts. Schedule to be decided at interview. Must hold or be eligible for a California marriage, family & child counselor's license, a licensed clinical social worker, or a PhD in psychology.

PHYSICAL THERAPY ASSISTANT

Fairfield Physical Therapy Center
1930 Pennsylvania Avenue
Fairfield, CA 94533
707/429-5423

Attn: Geraldine Morrison
Competitive salary DOE, plus excellent benefits including vacation, holidays, sick leave, medical/dental & vision insurance, and 401K profit-sharing plan. Call for appointment or send resume. Join a growing physical therapy and sports medicine clinic with 3 Central Solano County locations (Vacaville/Fairfield). Administer physical therapy and treat patients. Full-time Mon-Fri. Must be CA licensed physical therapy assistant. Only Calif LPT assistants need apply. EOE

QUALITY ASSURANCE MANAGER

Red Bud Community Hospital
P.O. Box 6720
Clearlake, CA 95422
707/994-6486 x129
Attn: Margaret Ward/Personnel Department
Salary DOE, + xint bfts incl vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt or send resume. Function as utilization review coordinator, provide risk management services, and coordinate the pre-admission process. Full-time, Mon-Fri; hrs to be arranged. 40-bed acute care hospital is near a beautiful Northern CA recreational area offering waterskiing, fishing & boating. Requires Calif RN license, 1 yr experience in quality assurance, utilization review, and risk mgmt, and ability to relate to medical staff. EOE

REHABILITATION NURSE

Crawford Health & Rehabilitation Services
10411 Old Placerville Road, Suite 200
Sacramento, CA 95827

Attn: Branch Manager
Competitive salary plus excellent benefit package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks an RN to work with doctors, employers, and patients in the medical & vocational rehabilitation of disabled adults in the private rehab sector. Full-time. Requires RN license; minimum 3 yrs general nursing experience including orthopedics, occupational health, auditing & utilization review; excellent written & verbal communication skills. Insurance rehab knowledge helpful.

RESPIRATORY THERAPIST

Thompson & Darwish Cardiopulmonary
P.O. Box 6686
Clearlake, CA 95422
707/263-5651

Attn: Carla Young / Cardiopulmonary Dept
Salary negotiable, plus vacation, holidays, sick leave, medical insurance, and pension plan. Call for appt. Join the friendly staff at Lakeside Community Hospital, a 60-bed facility located in a clean, beautiful resort & retirement community. Looking for a respiratory therapist to treat patients and provide quality care. Full-time, varied shifts (days & hrs to be arranged). Must be a certified respiratory therapist. EOE

ARA LIVING CENTERS

ARA Living Centers
San Leandro, CA 94578
415/829-8103

Attn: Shirley or Joyce
Competitive salary commensurate with experience, plus excellent benefits including vacation, holidays, sick leave, and medical/dental insurance. Call for appt or more information. Large East Bay SNF, part of ARA Living Centers, currently seeking nursing professionals to fulfill our RN openings in San Leandro. Take charge of nursing staff, supervise, and pass medications. We offer excellent upward mobility and flexibility to our valued employees. FT night shift, 11pm-7am. Must have RN license and enjoy working with geriatric patients.

Industry today wants
innovative, articulate,
motivated employees.

RN / LVN

Hilltop Manor
12225 Shale Ridge Road
Auburn, CA 95603
916/885-7511

Attn: Marya
Competitive salary (new pay rates) plus lucrative sign-on bonuses and excellent benefits including vacation, holidays, sick leave & medical/dental insurance. Call for appt. Seeking RNs or LVNs to join our professional nursing team. Pass meds and administer treatments. Full & part-time, PM and night shifts available. 205-bed SNF is located in the beautiful Sierra foothills. Requires Calif RN/LVN license or interim permit. New graduates encouraged to apply. EOE

RN (part-time)

Sonora Community Hospital
One South Forest Road
Sonoma, CA 95370
209/532-3161 x246

Attn: Mary Lou
Salary commensurate with experience plus excellent benefits including vacation, holidays, sick leave, and health/dental & life insurance. Call for appointment. Long-term care unit seeks RN to treat patients and provide quality care. PT position; work every other weekend. Join a friendly nursing team at our 156-bed acute care and convalescent hospital, located in the beautiful foothills of Northern CA. Requires Calif RN license. Long-term care experience preferred. EOE

ARA LIVING CENTERS**RN SUPERVISOR**

Driftwood Convalescent Hospital
1850 East 8th Street
Davis, CA 95616
916/756-1800

Attn: Pat Foster
Competitive negotiable salary, plus excellent benefits (depending on hrs) including vacation, holidays, sick leave, bonus pay, and medical & dental insurance. Call for appointment. Supervise nursing staff in this 124-bed SNF that is part of a large long-term care chain. Full or part-time position; flexible scheduling. Join our professional, team-oriented nursing staff! Requires Calif RN license. EOE

RN - WEEKEND SUPERVISOR (part-time)

Community Convalescent Hospital
1790 Muir Road
Martinez, CA 94553
415/228-8383

Attn: Director of Nursing
Competitive salary plus excellent benefits. Call for appointment or more information. Seeking someone interested in a PT position on our weekend shift. Must enjoy working with the elderly and have the tender loving touch our reputation is based on. As a weekend supervisor, you will be in charge of supervising and passing medications. PT, flexible weekend hrs. 99-bed SNF is under new management. Come visit us today - our career opportunities await you! Requires RN license. Good supervisory & interpersonal skills a must!

RN / LVN

Idylwood Convalescent Hospital
1002 Fremont Avenue
Sunnyvale, CA 94087
408/739-2383

Attn: Director of Nursing
Competitive salary, benefits available. Call for appt or apply in person. Supervise your shift as a charge nurse and handle the mental hygiene of your patients. Our independent management company has excellent career opportunities for upward mobility and flexibility. Full or part-time; all shifts available. 185-bed facility has skilled & Alzheimer units. Requires RN/LVN license. Must be a caring individual who likes working with geriatric patients and loves a challenging job. New graduates welcome.

◆ RN / LVN ◆

FT position for NOC Nurse, plus
increase for years SNF experience

◆ CNAs ◆

\$6/hr + increase for years SNF exp

Come join our newly remodeled,
upbeat facility! Contact D.N.S. at:

Greenbrae Convalescent Hospital
1220 South Eliseo Drive
Greenbrae, CA 94904
(415) 461-9700
Eskaton-Guardian Division

EOE

RNs

Our privately owned 113-bed SNF
is 30 minutes from Clear Lake & close
to the Mendocino Mountains. If
you're tired of fast-paced city life and
looking for a change, come visit us!

We offer negotiable salaries and an
excellent benefits package.

Paid relocation expenses & apart-
ment location assistance for those
moving into the area.

- All Shifts Available -

Contact: Administrator or D.O.N.
Mendocino Skilled Nursing Facility
131 Whitmore Lane
Ukiah, CA 95482
(707) 462-6636

RN / LVN

Carrington Convalescent
5320 Carrington Circle
Stockton, CA 95210
209/473-3004

Attn: Director of Nursing
Competitive salary plus full benefits including vacation, holidays, sick leave, and medical insurance. Call for appt. 99-bed SNF in the San Joaquin Valley seeks individuals to provide quality patient care. Join our professional, supportive, team-oriented nursing staff. RN full-time day shift (every third weekend on-call); and LVN: night shift, Sun-Thu (Fri & Sat off). Calif RN/LVN license required. Experience in skilled nursing preferred. New graduates are welcome! EOE

RN / LVN (part-time)

Garden Nursing Home
1410 Ocean Street
Santa Cruz, CA 95060
408/423-6045

Attn: Mary Anne / Director of Nursing
Competitive salary commensurate with experience. Call for more information. Charge nurse positions now available for successful nurses who enjoy working with the elderly. Responsible for supervision & treatments. PT, 2 nights/wk and Tue, Wed & Thu PMs; no weekends. Small, warm, loving facility has a home-like environment. Requires RN/LVN license. New graduates and re-entry nurses welcome!

RN / STAFF DEVELOPMENT PATIENT CARE COORDINATOR

Terreno Gardens Convalescent Hospital
14966 Terreno De Flores Lane
Los Gatos, CA 95030
408/356-8136

Attn: Cathie / Director of Nursing
Competitive salary commensurate with experience, plus excellent benefits including vacation, holidays, sick leave, Kaiser medical & dental insurance. Call for appt or send resume. Small, friendly facility seeks outgoing, career-minded nursing professional to train & supervise our nursing staff, administer quality care, and be a team leader. Hrs 8-5 Mon-Fri. Requires RN license. Must have good communication & interpersonal skills. Staff development certification class provided.

RN (part-time)

Sacramento Mental Health Center
2150 Stockton Boulevard
Sacramento, CA 95817
916/732-3637

Attn: Mike Gilmartin / Crisis Unit Coord
Competitive salary plus night differentials. Call for appt or more information. As an RN, you will be a charge nurse working in our crisis unit. PT flexible hrs, all shifts available. Mental health facility is located in the heart of Sacramento. Requires Calif RN license. Psych crisis unit experience preferred.

Our progressive 49-bed acute care facility
located in Hollister seeks enthusiastic and
professional nursing personnel for the
various departments:

Head RN**Staff Nurses**

- OB Department
- OB 11-7 Labor / Delivery
- ICU 3-11 & 7-3
- Med/Surg 11-7
- ER flexible scheduling

We offer competitive salaries & excellent
benefits. Relocation and interview assistance
provided. We are a growing & expanding
hospital, so individuals must have the ability
to adapt to growth and change.

If this sounds like an opportunity for you to
look into contact: Personnel Department

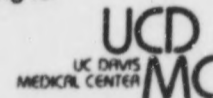


911 Sunset Drive
Hollister, CA 95023
(408) 637-6711 ext 667

CLINICAL SOCIAL WORKER II

This is a part-time 50% position; providing Clinical Social Work Services within the Hospice program. Qualifications include possession of a Master's Degree in Social Work and possession of licensure as a Clinical Social Worker or eligibility for. Position will remain open until filled; interviews may be held after Nov 14, 1988. Salary is \$1076 - 1614 biweekly prorated at 50%.

Please refer to job #1187-88 when applying to:



Personnel Dept.
UC DAVIS MEDICAL CENTER
2525 Stockton Blvd, Room 1021
Sacramento, CA 95817

EOE M/F/H

RNs / LVNs

Heritage Convalescent Hospital
5255 Hemlock Street
Sacramento, CA 95841
916/331-4590

Attn: Director of Nursing
Salary commensurate with exp, plus xint benefits & incentive program. Call for more info or apply in person. Ensure quality patient care, supervise nursing assistants, and administer treatments. Great potential for advancement in our large corporation. Full & part-time; all shifts available (flexible hrs around your schedule). 99-bed SNF (part of Sierra Medical Enterprises) has a low acuity level, a supportive team spirit, and is located next to American River College. Requires Calif RN/LVN license. Must have good interpersonal & supervisory skills.

A resume is often a prospective employer's first impression of you. Package yourself attractively. Highlight your strengths and your outstanding accomplishments.

RN or LVN

Care West Manteca Rehabilitation Center
410 Eastwood Avenue
Manteca, CA 95336
209/239-1222

Attn: Director of Nursing
\$10+/hr (LVN), \$13+/hr (RN) + bfts incl health & dental ins, retirement plan, 2 wks vacation 1st yr, holiday pay, and credit union. Call for appt/send resume. Seeking qualified RNs/LVNs to join our supportive team. Treat patients, supervise NAs, and be in charge of meds. Full-time PM and part-time night shifts available. 99-bed admitting rehab facility is in a growing, centrally located community (near the Bay Area) with affordable housing. Req current Calif RN/LVN lic; strong rehabilitation skills & experience; and willingness to train for IV certificate. New grads encouraged to apply. EOE

**PUBLIC HEALTH NURSE (HEALTH PRACTITIONER)**

\$2724 - 3013/month

The City of Oakland is seeking a dynamic Public Health Nurse to work in the social services department's multipurpose senior services program (MSSP). This program is designed to provide services to elderly Oakland residents who are at risk of being institutionalized. Under the supervision of the supervising case manager, the health practitioner is responsible for conducting health assessments of elderly clients in the identification of factors that impede independent living. Requires 3 years professional nursing exp (2 yrs of which must have been in the public health environment that emphasized care of the elderly) and possession of a California public health certificate.

DEADLINE: November 23, 1988

Apply in person (8:30 am to 5 pm,
including the lunch hour) or send a
self-addressed stamped envelope
and an application request to:

Employment Information
CITY OF OAKLAND

Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3526

AA EOE



Greenhaven
Country Place

Greenhaven Country Place

We are looking for special nurses
Our 148-bed SNF is looking for caring individuals to join our supportive nursing team.

- ◆ Director of Nursing
- Exp in long-term care preferred.

- ◆ RNs / LVNs

We offer competitive salaries plus
excellent benefits. Contact:

Greenhaven Country Place
455 Florin Road, Sacramento, CA 95831
(916) 393-2550

◆ Staff Psychologists ◆

Positions in Forensics immediately
available with the dept of
mental health's new psychiatric
treatment program -- Vacaville.

Contact:

Mark Richman PhD
Chief of Psychology Services
D.M.H. Psychiatric Treatment
Program
P.O. Box 2000
Vacaville, CA 95696-2000
(707) 449-6504

▼ Supervisors**▼ Program Trainers****▼ Aides**

FT & PT hours available
in Marin homes for
developmentally disabled.
Novato and San Rafael.

-Benefits-

Call Janice at
(415) 472-2373

Roche Biomedical Lab, a national clinical lab, has positions open for California licensed Med Techs. We are looking for people to join us in our commitment to quality and excellence. We offer a pleasant working environment and excellent benefit packages.

Please send resume or contact
Human Resources Dept

Roche Biomedical Labs

3714 Northgate Blvd

Sacramento, CA 95834

ROCHE

(916) 927-3211

(800) 952-5691

RNs (part-time & on-call)

LaSalette Convalescent Hospital
537 East Fulton Street
Stockton, CA 95204
209/466-2066

Attn: Director of Nursing
\$13/hr (with benefits), \$14/hr (per diem). Bfts include vacation, holidays, medical/dental insurance, and profit sharing. Call for appt. Join the friendly nursing staff at our 122-bed SNF in the San Joaquin Valley. Looking for caring individuals to provide quality patient care. Part-time & on-call (all shifts available) and PT permanent positions (every other weekend). Requires Calif RN license. New graduates welcome! EOE

**RNs / LVNs**

Glenn General Hospital
1133 West Sycamore Street
Willows, CA 95988
916/934-3351

Attn: Kathleen Wells
\$12.10 + /hr DOE/DOQ, plus medical, dental, vision & life insurance after 30 days, vacation, holidays, sick leave, pension, and FREE TRIP TO HAWAII (after 6 mos) for full-time RNs! Send resume or call for appt. Perform direct patient care at this 32-bed general hospital. Full & part-time day shift positions in ER, OR & Med/Surg and PT night shifts available. Join our friendly nursing team and live in a beautiful small-town community. Requires Calif RN/LVN license. New graduates welcome. EOE

RNs / LVNs

Casa San Miguel, Inc.
1050 San Miguel Road
Concord, CA 94518
415/825-4280

Attn: Laura Smith / Asst Administrator
\$13/hr (RN), \$10.50/hr (LVN) with increase in 90 days; plus excellent benefits including holidays, sick leave, health & dental insurance, and 2 wks vacation/1st yr. Call for appt. Join a friendly team of professionals and enjoy the great working environment at our SNF. Seeking caring individuals, dedicated to providing the ultimate in care, to treat patients. Great career advancement opportunities. Full or part-time PM or night shift (RN); part-time, all shifts available (LVN). Requires Calif RN/LVN license or interim permit. New graduates welcome! EOE

Thinking well is wise
and planning well, wiser.

RNs / LVNs (full-time & on-call)

Kit Carson Convalescent
811 Court Street
Jackson, CA 95642
209/223-2231

Attn: Director of Nursing
Competitive salary (including pay differential for night shifts) plus complete benefits package including paid vacation, sick leave, and 7 holidays. Call for information. Join our 140-bed SNF. Newly expanded facility needs nurses to provide long & short-term care to patients of all ages. Full-time, vacation relief & on-call shifts available. We have a friendly staff and are located in a scenic, small-town, gold country community. Must have a current Calif RN/LVN license. New grads welcome!

Executive Nursing Manager

Position currently available in the San Francisco Bay Area. This friendly, home-like facility is seeking that special individual who can be a good team leader and able to organize and coordinate our nursing department.

This exciting career opportunity exists now! Excellent salary/benefit package. If you've been waiting for that nursing career with the independence & flexibility you've always dreamed of, please submit your salary requirements and history to:

CJJ Dept J11
P.O. Box JOBS
Sacramento, CA 95841

RNs CNAs

Our beautiful, unique facility is part SNF & residential care. Overlooks Lake Merritt in the heart of Oakland.

We offer our nurses competitive wages & excellent benefits with flexible working conditions to fit your needs.

If you enjoy working with geriatric patients and have been searching for that close-knit relationship with your patients, this is the job you've been waiting for!

Apply today.

St. Paul's Towers

100 Bay Place, Oakland, CA 94610

SENIOR PSYCHIATRIC NURSE

Sacramento Mental Health Center
2150 Stockton Boulevard
Sacramento, CA 95817
916/732-3637

Attn: Medical Director
Competitive salary and complete benefits package. Submit resume. 55-bed crisis & acute inpatient facility is currently recruiting for an individual to oversee nursing functions within the psychiatric health center. Full-time flexible shifts avail. Minimum qualifications include RN license and 2 yrs psychiatric nursing or mental health counseling experience in an acute care or outpatient setting. Master's degree from an accredited college or university in nursing, psychiatry, mental health, or related field may be substituted for 1 yr of experience.

SOCIAL SERVICES DIRECTOR

Cypress Acres Convalescent Hospital
1633 Cypress Lane
Paradise, CA 95969
916/877-9316

Attn: Director of Nursing
Salary negotiable DOE, + xint bfts incl medical, dental & life, vacation, and wellness program. Call for appt/apply in person (9-5 Mon-Fri). Flexible position with varied duties. Explain patient admission/discharge procedures, work with patients' families, and assist patients with personal needs. If you seek a change from busy city life, visit us and experience our difference. PT (may become FT) 8-5, 107-bed SNF w/29-bed, pre-standing ICF is in a beautiful area. Req Medi-Cal/Medicare program knowledge. Must have great communication/people skills & be bondable. Training provided. Students accepted.

Earnings make an industri-
ous man; saving, a prepared
man; giving, a blessed man.

SPEECH LANGUAGE PATHOLOGIST

Sierra Speech and Hearing
2950 South Mooney Boulevard, Suite E
Visalia, CA 93277
209/733-3818

Attn: Linda Darling / Director
Salary commensurate with exp plus full benefits discussed at interview. Send resume or call for appt; RTJJ. Immediate opening for a licensed speech language pathologist to examine, diagnose and administer the treatment of speaking disorders for outpatients. Work with our experienced, licensed staff at this private practice in Visalia. PT initially, 12-18 hrs/wk. FT, 8-5 Mon-Fri after orientation period. Must possess CA state license for speech pathology. Prefer applicant with CFY (clinical fellowship year) standing at a college or medical school. EOE

X-RAY TECHNICIAN

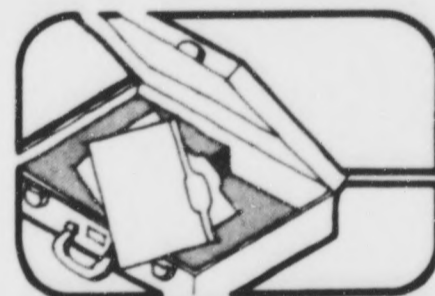
Pershing General Hospital
P.O. Box 661
Loveland, NV 89419
702/273-2621

Attn: Administrator
Competitive salary plus excellent benefits including vacation, holidays, sick leave, medical/dental, vision & life insurance, and paid retirement. Call for appt or send resume. Take routine X-rays for 47-bed acute care hospital and skilled nursing facility. Full-time plus on-call position, Mon-Fri. We're located in a lovely small-town community that offers excellent recreation opportunities including fishing & water-skiing. Requires Nevada X-ray technician license. Certification preferred. EOE

X-RAY TECHNICIAN (permanent part-time)

R.H. Lind & G. Randolph, MDs
360 Sunrise Avenue
Roseville, CA 95661
916/783-2711

Attn: Office Manager
Salary negotiable. Call for appt and bring resume. Busy general practice office has pleasant atmosphere and seeks individual to be responsible for venipunctures, light lab, and EKGs (X-rays are mostly of chest, spine & extremities). PT permanent position, 3 days/wk. Requires limited permit or CRT. Must know venipuncture; will train for light lab & EKG

**Professional/
Career****CHILDCARE WORKER**

Stanford Home for Children
4144 Winding Way
Sacramento, CA 95841

Attn: Office
\$950-1150/mo DOE, plus medical & dental benefits. Send resume, RTJJ. Supervise & oversee adolescents in the home, helping to create a therapeutic environment. This challenging position offers low pay, hard work & the opportunity to make a positive difference in the lives of abused & troubled teens. We are a small residential treatment center offering strong supervision and learning opportunities. 40 hrs/wk. Requires BA degree in social science/psychology and CDL.

COMMUNITY DEVELOPMENT SPECIALIST

Tulare County
2900 West Burrell
Visalia, CA 93291
209/733-6266

Attn: Nancy Rasmussen
\$2411-2940/mo + benefits. Obtain & submit app by 12/2. Position is in the County's Planning & Development Dept. Responsible for planning, designing & implementing economic development & redevelopment projects. Full-time position. County is located in Central CA between SF & LA. Visalia, the county seat, offers a semi-rural lifestyle, low-cost quality housing, and is near Sequoia & Kings Canyon National Parks. Req qualifications that would normally be acquired by a BA degree in planning or public/business administration and 2 yrs experience in program planning, monitoring & grant administration. EOE

Mercy Medical Center

Our 200-bed acute care facility provides services to four counties: Shasta, Siskiyou, Tehama, & Modoc.

The following positions are currently available:

- ◆ RNs - Full-time & part-time
- ◆ Respiratory Care Practitioner - Full-time

We offer a competitive salary plus excellent benefit package. Call or send resume to:

Personnel Dept
Mercy Medical Center
P.O. Box 6009
Redding, CA 96099-6009
(916) 225-6136



EOE Employer

**Med-Surg RNs
San Mateo County
Chope Hospital**

Salary to \$38,580/yr

Various shifts available for RNs at Chope Hospital, San Mateo. Excellent differentials and night bonus. Tuition reimbursement. Supportive work atmosphere.

Please contact Penny Mosmann at:

(415) 573-2367

AA / EOE

**EMPLOYMENT SPECIALIST**

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/925-0800

Attn: Human Resources Director
\$1000/mo base + commission on all sales after 1 mo. 1st-yr earnings to \$25,000. Benefits include vacation, holidays & medical/dental ins after 4 mos. Send resume & salary history/reqs. Thorough training prepares you to help employers with their hiring needs; call on new/existing clients in a specific industry. Hrs 8-5 Mon-Fri. Largest, fastest-growing independent recruitment advertising publication has new ofcs in South Natomas. Must have personnel/employment agency exp, professional appearance, good math, grammar, spelling & strong people skills. Will consider heavy phone exp.

PERSONNEL ADMINISTRATOR

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Ben Callis

Competitive salary DOE, plus benefits. Send resume if job requirements are met (resume should include salary history/reqs). Manufacturer of explosive-actuated devices for the aerospace industry has immediate opening for a personnel administrator. Will be responsible for recruitment, affirmative action & training. Excellent opportunity to gain personnel experience in a fast-paced manufacturing company. Requires BA/BS (4-yr) degree in Business with concentration in Human Resources. Exp in recruitment, affirmative action & training highly desirable. EOE M/F/H/V

REHABILITATION COUNSELOR

Crawford Health & Rehabilitation Services
10411 Old Placerville Road, Suite 200
Sacramento, CA 95827

Attn: Branch Manager
Competitive salary plus excellent benefits package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks a full-time vocational consultant for its Sacramento office to work with disabled adults in the private rehab sector. Requires master's degree in psychology, counseling, or related field; minimum 3 yrs experience including vocational counseling, evaluation, and rehab plan development & testimony; excellent written & verbal communication skills. Insurance rehab knowledge helpful.

TRANSPORTATION/LEGISLATIVE ANALYST

Metropolitan Transportation Commission
MetroCenter
101 8th Street
Oakland, CA 94607
415/464-7700

Attn: Personnel Office
\$30,564-39,125/yr plus excellent benefits. Call for MTC application form, must be received by 11/1/88. Under supervision, assist in the implementation of the commission's state & federal legislative programs. Full-time. Requires knowledge of legislative process, current transportation issues, state/federal transportation financing, and legislative analysis. Must be able to speak & write clearly. Requires bachelor's degree in political science, public policy, public administration with a transportation emphasis, or related discipline. EEO/AA M/F/H

**ASSOCIATE PLANNER
ENVIRONMENTAL REVIEW
COORDINATOR**

\$3075 - 3404/month

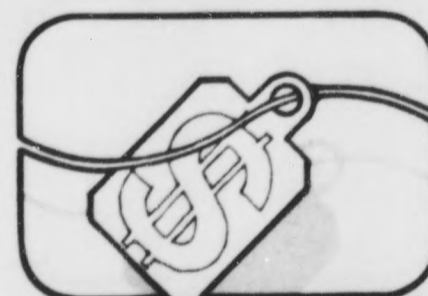
Under limited direction, the individual will participate in all phases of environmental review including analysis of environmental impacts and mitigation measures. The individual will work primarily with E.I.R. consultants, departmental staff and other City departments requiring environmental review services. A Bachelors Degree in City Planning, Environmental studies in the Physical Sciences and a minimum of four years experience or a Masters and two years may be substituted for two years of the required exp.

DEADLINE: November 18, 1988

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3526

AA / EOE

**Sales/
Marketing****ACCOUNT REPRESENTATIVE**

Art House Design, Inc.
1415 Alameda
San Jose, CA 95126
408/289-8281

Attn: Gwen Hagaman / President
\$1,500/mo average income, based on commission. Percentage discussed at interview. Call for appt. RTJJ. Immediate position open for an enthusiastic, goal-oriented individual to market and sell design work to printers, photographers and graphic advertisers. Service established clientele and develop new customer accounts for this art-design studio in San Jose. FT, hrs vary Mon-Fri. Must have own transportation for sales contacts. Background in outside sales for graphics or design a plus. Prefer applicant with knowledge of/education in design work.

"It takes less time to do a thing
right than it does to explain
why you did it wrong."

-Henry Wadsworth Longfellow

ADVERTISING SALES REPRESENTATIVES

The Vernon Company
813 West Oak, Suite A
Visalia, CA 93291
209/627-6277

Attn: Fritz Mundy / Western Division Mgr
Strong earnings potential plus incentive travel. Success. Opportunity. Benefits. A Vernon Company sales career offers the best of the Big 3! Take the first step to success: send resume today; RTJJ. Call on business, industry & government to sell advertising & promotional products. Openings in Stockton, Lodi, Bay Area, Vallejo, Santa Rosa & Napa. Account protection provided. Flexible hours & days. Must be highly motivated and personable. No experience necessary; full training & support provided

Recruiter

Youth training & employment program seeks youths ages 18-24 to recruit young adults for program. Must have HS diploma/GED, good office skills, valid CDL, and car. Knowledge of Contra Costa County preferred. \$6-7/hr.

Education Coordinator

Youth training & employment program offers challenging position to implement basic skills, GED prep, life skills, and work related program. Duties include supervision, community liaison, curriculum development, teaching, & related program support. College degree and 2+ yrs exp req'd. Teaching credential preferred. \$2000-2700/mo DOE.

Send resume & cover letter by
11/9/88 to: Jim Sternberd

East Bay Conservation Corps
1021 3rd St, Oakland, CA 94607

**Plan Checker I
\$2536 - 3097/mo**

Final filing: November 4, 1988

MINIMUM QUALIFICATIONS - Any combination of training and experience equivalent to completion of an Associate of Arts degree in construction technology and two (2) yrs of experience in building inspection or plan checking. Possession of a valid CDL.

Surveyor

\$2377 - 2903/mo

Final filing: November 18, 1988

MINIMUM QUALIFICATIONS - Education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties of the position. An example would be any combination of training and exp equivalent to 2 yrs of college with major course work in civil engineering and 1 yr of survey party chief exp. Must possess a valid CDL at the time of appointment.

For application & information contact:

City of Stockton

425 N. El Dorado St, Stockton, CA 95202
(209) 944-8233

AA / EOE

ADVERTISING SALESPERSONS (10)

Courtesy Publishing Company
1727 State Street, #4
Santa Barbara, CA 93101
805/687-3205
Attn: Dennis / President

\$1600-7000/mo potential earnings based on 33-42% commission only. Call for appt or send resume. RTJJ. Work from your home selling ad space in specialty address books offered as fundraisers by nonprofit organizations. Set own hrs. In business for 8 yrs (parent company in Clearwater, FL). CPC is expanding throughout CA. Requires HS diploma, 2-3 yrs sales/tele-marketing experience. CDL and transportation. Must have a professional manner & appearance, and proof of right to work. EOE M/F/H/V

ASSISTANT MANAGER - RETAIL

Caren Charles
311 Sun Valley Mall
Concord, CA 94520-5804
415/671-2310

Attn: Debbie South / District Manager
Salary DOE/DOQ, plus medical/dental insurance. Call for appt, send resume, or apply in person. Open & close store, train employees, examine merchandise, and oversee daily store activities for one of the nation's most progressive, rapidly expanding retailers of contemporary fashions for misses, sizes 4-18. If you are energetic, outgoing, and enjoy fashion sales, you should explore this fine position. Positions available in 5 Bay Area locations. Retail background & previous mgmt exp desired. Xint career potential. 40 day hrs/wk. schedule to be discussed at interview. EOE M/F

ASSOCIATION REPRESENTATIVES (4)

Better Business Bureau
of Sacramento Valley
400 S Street
Sacramento, CA 95814
916/443-6660

Attn: Cathy Ulrik/Membership Sales Manager
30-40% straight commission. Call for appt. Sales position duties include contacting local businesses to promote bureau membership development. 40 hrs/wk. NO NIGHTS, WEEK-ENDS, OR TRAVEL REQUIRED. Prestigious and highly visible business organization has been in operation 51 yrs. Req strong sales background or solid knowledge of sales elements & reliable transportation. Must be self-motivated, honest, ethical, articulate, success-oriented, and able to meet/talk with presidents & CEOs both in person and on the phone. Telephone experience a plus. Will train.

"Good enough" is only
a friend to mediocrity.

AUTO SALESPERSONS (4)

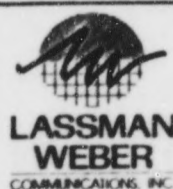
Don Murtos Chevrolet
19490 Monterey Road
Morgan Hill, CA 95037
408/779-2136 or 225-1370
Attn: Dennis Colburn

Up to 35% commission (\$1600/mo guaranteed salary or unlimited commission potential), plus gas allowance, demo plan, vacation, holiday and medical & dental benefits after 90 days. Call between 10-6 Mon-Fri for appt or more information. Send resume; RTJJ. Sell new & used cars. Full-time: 9-3:30 or 2:30-8:30, 6 days/wk (1 weekend off every 2 mos). South Bay's fastest growing auto dealership seeks outgoing, self-motivated US citizen. Requires straight sales experience. CDL & DMV printout. AA/EOE M/F/H/V

COUNTER SALESPERSONS (2)

The Toyota Connection
2620 West Capitol Avenue
West Sacramento, CA 95691
916/371-7764
Attn: Charlain Swenson

Salary DOE, + vacation, holidays, medical ins. and parts discounts. Apply in person. Sell new & used Toyota wholesale/retail car & truck parts; work with public by phone or over the counter; coordinate part needs with dismantle techs; and handle shipping/receiving. EXCELLENT OPPORTUNITY FOR ADVANCEMENT. Hrs 8-5 Mon-Fri and 8-3 every other Sat. Fast-growing, customer-oriented, aggressive, 6-yr-old company is one of Northern CA's largest Toyota new/used parts houses. Must be motivated, friendly, career-minded, and have professional appearance. Prefer Toyota wholesale or retail parts exp. Dismantling exp a plus. EOE



Offers a
change of
pace!

- Forget the long commute.
- Unspoiled environment offers winter & summer recreational activities.

**SALES MANAGER:
Telephone Equipment**

5-plus years management
experience with telephone systems.
Growing company, excellent future,
great benefits.

130 West 6th St, Suite 101
Medford, Oregon 97501

CANVASSER (2)

Security Roofing, Inc.
P.O. Box 2450
Menlo Park, CA 94026
408/947-8811 or 415/591-7663
Attn: John Donello / Owner

Min \$5/hr plus \$50 commission per lead ending in a sale. Or, experienced canvassers may work as independent contractors and earn \$150 per job sold for 1st 3 jobs; \$200 per job sold after 1st three sales, plus GENEROUS bonuses for 20+ jobs sold in 1 month. Call for appt. RTJJ. Canvass door-to-door in an assigned area, gathering leads for roof replacement salespersons. Hrs vary, Tue-Sat. Roofing contractors offer homeowners competitive rates. Req good oral & written communications skills, and ability to work closely with others. Must be self-motivated and have reliable transportation.

The ability to deal with
difficult behavior tactfully and
effectively is one of the most
valuable job skills you can
cultivate. It is an essential
component of successful
management.

DIRECT SALESPERSON

DataSource Computer Centers
4090 Stevens Creek Boulevard
San Jose, CA 95129
408/296-1006
Attn: Personnel Director

Salary plus commission. Average earnings between \$2,200-2,600/mo, plus performance bonuses, profit-sharing, and health benefits. Fast-growing retail computer chain is seeking individuals to contact corporate & commercial accounts and sell line of microcomputers, printers, and software products. Positions available in San Jose Stockton, Walnut Creek, and Sacramento. Hrs 8-5 Mon-Fri. Requires 2-3 yrs direct sales exp in microcomputer industry or related field. Hands-on computer knowledge desired.

DIRECT SALESPERSON

Home Referral Maintenance Service
Sacramento, CA 95832
800/334-5543 x123 or 916/395-4784
Attn: Greg Gilmore / Owner

\$250/wk OR pure commission plus bonus; dollar & travel benefits for top producers. Optional bfts available upon hire. Call for info (if machine answers, leave message; info can be mailed). Demonstrate & sell a diverse line of home water treatment/purification systems. No territory limitations. Excellent opportunity for military personnel (contacts can be kept when relocating and new business can be established). PT or FT flexible hrs (the more contacts made, the greater the compensation). 18-yr-old natl water treatment/purification systems firm reqs good communication skills. Complete training. EOE

**THE MARSHALL
COMPANY**

Northern CA salesperson needed
to represent this major manufacturer
of custom built furniture.

- Considerable travel
- Commissions based

Send resume or letter of
response with qualifications
and experience to:

P.O. Box 700
Payette, ID 83661

**Route Sales/Service
— AUTO-CHLOR —**

A major chemical and machine manufacturer for the commercial dishwashing industry is seeking an individual to join each of its local 15-member operations. You will be maintaining and improving established routes.

If you are customer-oriented and have some mechanical ability and a good driving record, we want to talk to you.

Compensation includes:

- Base salary + commissions
- Medical & dental insurance
- Profit sharing

Send resume or call:

San Francisco:
1405 Minnesota St.
San Francisco, CA 94107
(415) 285-0150

San Jose:
1550 Las Poymas Ave.
San Jose, CA 95133
(408) 272-3900

DIRECT SALESPERSON

Home Referral Maintenance Service
Sacramento, CA 95832
800/334-5543 x123 or 916/395-4784
Attn: Greg Gilmore / Owner

\$250/wk OR 10-24% commission depending on volume; dollar & travel bfts for top producers. Optional benefit pkgs avail upon hire. Call for info (if machine answers, leave a message; info can be mailed). Here's an ability to earn as an independent entrepreneur! Contact all levels of the business/professional community, selling ad & printed business specialty items. Ideal for military personnel. FT or PT flexible hrs (the more contacts made, the greater the financial rewards). Specialty item leader is backed by 93-yr-old corp. Req good communication skills. Complete sales training provided. EOE

ELECTRONICS SALESPERSON

Hi-Tech Unlimited
4777 North Blackstone
Fresno, CA 93726
209/224-4444
Attn: Front Desk

Salary DOE (paid weekly) plus medical & dental insurance, vacation, sick leave and store discounts after 90 days. Call for information and/or application and schedule interview. RTJJ. Previous work experience references required. Hi-Tech Unlimited is a computer & electronics store. Hrs 10-6 Mon-Fri. Sales experience with a background in electronics relating to burglar alarms, multi-line telephones, IBM PC computers and coin-op video games a must.

INTERIOR DECORATORS

TransDesign
1460 Millich Lane
San Jose, CA 95117
408/370-6799
Attn: Barbara Langham

25-40% commissioned salary. Call for appt between 9-12 Mon-Fri; RTJJ. This nationwide interior decorating firm is looking for career-oriented, independent representatives to service residential & commercial establishments. Will assist clients with the color coordinating of area carpets, furniture and other interior home and office products. Will develop own clientele. Set own hrs and days. Looking for self-motivated, mature individuals with a flair for decorating. Good communication skills and sales exp needed. Full training provided.

**CABLE OAKLAND
NEEDS****CUSTOMER SERVICE REPS
Want A Career?**

If you want to be part of a rapidly growing company in the dynamic cable industry, Cable Oakland might be the place for you.

If you are friendly, helpful, eager & intelligent, we'll do the rest.

Comprehensive training in a supportive, professional work environment. Here your people skills will be rewarded.

Compensation \$18,000 1st yr plus excellent benefits including medical, dental, life & employer-matched retirement plan.

To apply, send a resume & cover letter in your own words telling why you qualify for this great career opportunity.

Write to the attention of:
Customer Service Manager
CABLE OAKLAND
4215 Foothill Boulevard
Oakland, CA 94601

Join A Winning Team!

We are ahead of the pack as the fastest growing convenience store chain in the nation.

We strive to provide excellent customer service products & convenience.

You too can join a team that is on the fast-track for career opportunities.

We now have the following
positions available:

Management Trainees
FT & PT Sales Clerks

Great benefits package includes competitive wages, rapid advancement opportunities, paid vacations, and training to move up with a winner!

Apply or send resume to:

Circle K Corp.
3437 Myrtle Avenue
Suite 440
North Highlands
California 95660

Equal Opportunity Employer

MANAGEMENT TRAINEES

Electrolux Corporation
2360 South Bascom Avenue
Campbell, CA 95008
408/559-0300
Attn: Ann Thompson

Average manager earns \$40,000-60,000 in commission the first year, plus company benefits. Call for appt; RTJJ. Looking for ambitious individuals to train to sell Electrolux products and open new outlets in the San Jose, Mtn. View, Morgan Hill and San Mateo areas. This established corporation manufactures vacuum cleaners, shampooers and residential & commercial cleaning equipment. Hrs and days may vary, depending on individual. Seeking career-oriented, self-motivated individuals. Sales background helpful. Full training provided.

MEMORIAL COUNSELOR

Sunset Lawn Chapel of the Chimes
4701 Marysville Boulevard
Sacramento, CA 95838
916/922-5833
Attn: Jim Hart

\$30,000+ 1st-yr potential, straight commission; full bfts incl health & life ins, profit sharing & 401K plan. Call for info or send resume. RTJJ. Perform cemetery/mortuary pre-need sales and lead generation; counsel potential clients and close sales. Some leads provided. Opportunities abound. Your chance to enter a most varied, important & challenging profession today! FT, flexible hrs/days. A major CA firm. Skylawn Inc. has multiple mortuary/cemetery/mausoleum sites. Req direct sales exp. Must be mature, ambitious, sensitive, and possess a high energy level. CA cemetery sales license pref, but will train. EOE

If at first you don't succeed . . .
at least, you've gained some
experience. Keep trying!

MANAGEMENT TRAINEE

First Investors Corporation
155-D San Lazaro Avenue
Sunnyvale, CA 94086
408/733-2709
Attn: Casey Winingham / Group Manager

\$25,000-26,000/yr potential commissioned salary. \$45,000-55,000/yr potential mgmt salary after 2 yrs. Call for appt or send resume; RTJJ. Seeking aggressive person to participate in an extensive mgmt program through in-house seminars and training in local office. 1 to 2-yr training period to develop proficiency in all aspects of investment. Provide financial planning for clients with insurance, stocks, bonds, mutual funds, etc for this rapidly expanding investment firm. FT, 9-5 Mon-Fri with some eves. Must be motivated & ambitious with good communication skills. College degree and industry exp a plus.

**Bottled Water
3 cents/gallon**

- ♦ I'm earning over \$10,000 monthly.
- ♦ I can show you how to do the same.
- ♦ I need help now!

(415) 825-5350

**Supervisory career opportunities with
GOTTSCHALKS**

As a rapidly-growing retail dept store chain, we are seeking ambitious, aggressive & self-motivated candidates for sales supervisory positions.

The successful candidates must possess a strong retail and/or management background, have excellent people skills, and good communication skills.

Gottschalks offers an opportunity for rapid advancement, excellent benefits & an excellent training program to enhance your skills as a department supervisor.

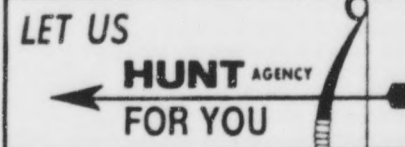
Please send resume to:

Gottschalks
County Fair Mall
1268 East Gibson Rd
Woodland, CA 95695

**THE
RENT SHOP****MANAGER TRAINEE**

The Rent Shop
830 Harbor Boulevard
West Sacramento, CA 95691
916/371-6060
Attn: Keith Nelson

\$1400-1800/mo DOE/DOQ, + bonus, 2 wks vacation after 1 yr; medical/dental after 90 days. Call for more info/apply in person. Responsibilities include sales, collections, inventory control, supervision of customer service representatives, scheduling of pick-up/delivery & collection appts, and manning the register 48 hrs/wk with 2 days off. Fast-paced electronics, appliance & home furnishing store offers advancement opportunities and growth for honest, aggressive, career-oriented individual. Requires heavy lifting -- no wimps. Must have CDL & current DMV printout. Prefer 1-2 yrs retail sales/mgmt exp.

**SALES REPRESENTATIVE**

Hunt Agency
3555 Marconi Avenue
Sacramento, CA 95821
916/486-3636
Attn: Len Edwards

\$25-30K realistic first-yr potential (base salary + commission, car allowance & fantastic training program) plus full benefits and fee paid. Call for more info or send resume. Well-respected agency, established in 1957, is recruiting several entry-level salespeople to represent a national, high-tech manufacturing company in the LOS ANGELES BASIN, SAN FRANCISCO BAY & SACRAMENTO VALLEY AREAS. Position requires 4-yr college degree. Must have a burning desire to build a career in a business sales environment. If you're looking for an excellent opportunity, this is for you!

**SALES REPRESENTATIVES**

Cal's Fun Spas
2389 Fair Oaks Boulevard
Sacramento, CA 95825
916/488-6622 x600
Attn: Miss Kay

Up to \$50,000/yr plus benefits. Call to apply. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales and retail showroom experience preferred. Full & part-time positions in Concord, Pleasanton, Fairfield, Modesto, Stockton, Roseville, and Sacramento.

Sales / Telemarketing

positions available with a company in business for 36 years. Sell a needed service product to our existing customers.

\$350/wk "+" in commission

Excellent telephone sales skills with 1 yr exp required. Future management with growth in this dept can be expected.

Call Ms. Kay

(916) 488-6622

for more info &
application procedure

**SALES REPS**

Cell Plus Inc, the leader in Sacramento for cellular communications is seeking enthusiastic, self-motivated, sales professionals. Excellent opportunity \$30,000-50,000 draw vs. commission, benefits. Growth opportunity in management for Sacramento, Reno.

Send resume to:

2990 Sunrise Blvd, Ste 1
Rancho Cordova, CA 95742
or call (916) 635-7587



SALES ADMINISTRATOR

Meti-Saw Systems
2950-A Bay Vista Court
Benicia, CA 94510
Attn: Ken Foreman / President
Salary DOE, plus vacation, holidays, sick leave, and medical insurance after 90 days. Send resume. Work as a liaison between company president and sales staff, follow up on sales leads, prepare product price quotations, coordinate advertising, and work directly with customers (primarily inside, some outside sales calls within area). Hrs 8-4:30 Mon-Fri. Manufacturer of precision saws for ferrous & non-ferrous materials has been in business since 1976. Minimum 5 yrs sales experience preferred. Supervisory exp desired. EOE

SALES REPRESENTATIVE / MANAGERS

N.S.A. of Sacramento
3400 Watt Avenue, Suite 205
Sacramento, CA 95821
916/973-1255
Attn: Michael Meyer
33-60% commission with unlimited potential (\$100,000+/yr possible with no sales experience). Our reps have made \$15,000 in 2 mos working only 5 hrs/wk. Call for appt or more information. Show & sell water treatment products that sell themselves. Territories available throughout the U.S. & Canada. Full & part-time flexible hrs. We're a leader in the home & commercial water treatment industry, one of today's fastest-growing fields. No sales exp necessary. Great for students, housewives, retirees, or anyone wanting to supplement their income. EOE

SALESPERSON

Service Corporation International
P.O. Drawer 2438
Redding, CA 96099
916/222-6646
Attn: Bob
\$450-1000/wk potential earnings (straight commission + bonus) and xint benefits pkg after 3 mos. Call for confidential interview. Success starts here. Build a solid career as a pre-need memorial counselor with xint potential for mgmt. Complete training, own ofc, and leads provided. Full-time flexible hrs & days and some evenings. Well-established, rapidly growing firm offers an outstanding opportunity for a stable, lucrative personally rewarding & refreshingly uncrowded position. Must be an empathetic, people-oriented A-type self-starter, determined to be a winner. Sales exp preferred, but not required. EOE

SALESPERSON

Heritage Ford
2100 Sisk Road
Modesto, CA 95350
209/529-5110
Attn: Ed Botitano / General Sis Manager
\$4000/mo possible commission. Medical benefits available. Send resume for interview. RTJJ. Immediate opening for energetic & personable salesperson to sell new & used automobiles for this full-service dealership. Great opportunity to advance in the automotive sales field. FT position, days may vary. Must have a strong sales background and excellent working habits. EOE

SALESPERSONS (2)

Rose Lady Company
746 Terry Street
Monterey, CA 93940
408/649-5565
Attn: Sandi / Manager
\$4.25/hr + tips & commission (\$10-14/hr potential earnings). Call for appt. RTJJ. Dress in old-fashioned costume and sell roses in restaurants & shops in Old Monterey (roses & costume provided). Approx 25 evening hrs/wk. Privately-owned company supplies flowers to local merchants & restaurants. Must be over 21 and have own car. AA/EOE

STORE MANAGER

Jungleland Pets
6608 Fair Oaks Boulevard
Carmichael, CA 95608
916/483-8144 or 969-6940
Attn: Ms. Mike Majors / Owner
Salary negotiable - bfts after 30 days and 1 wk vacation after 1st yr. Send resume or apply in person. Responsible for supervising 4-5 persons, ordering supplies, building displays, making run of floor and seeing that operations are running smoothly, and selling products. Position also avail at Citrus Heights location (916/969-6940). FT, long flexible hrs (must work some weekends & evenings). Full-line pet shop, in business since 1981, specializes in reptiles & fish and employs 15. Must have HS diploma and be hardworking, responsible, and career-minded. 2 yrs management exp in pet industry desired. EOE

SALESPERSONS (2)

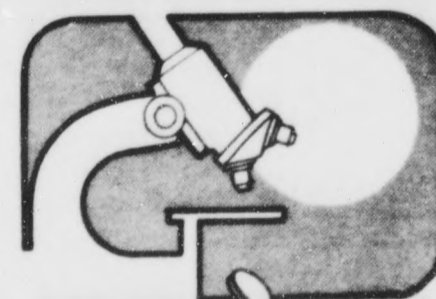
Security Roofing, Inc.
P.O. Box 2450
Menlo Park, CA 94026
408/947-8811 or 415/591-7663
Attn: John Donello / Owner
60% of net profits, plus bonuses: \$75,000/yr income possible. Call for appointment. RTJJ. Call on homeowners needing new roofs, set inspection appointments, measure & draw diagrams. Work as an independent contractor, traveling through the Bay Area. Hrs vary; possible evening hrs. Roofing contractor offers competitive rates to residential customers. Must be self-motivated and unafraid of heights, with sales experience and a vehicle able to carry a ladder. Construction exp helpful. Training provided.

TELEMARKETERS

Special Delivery Paging
Sacramento, CA 95816
916/443-4401
Attn: Mykel Johnson / Marketing Manager
Monthly base salary plus commission. Call for more information. Phone potential customers to introduce & sell communication equipment. Sales territory includes the local Sacramento area and the Northern CA region. Great opportunity for telemarketing sales reps. Company encourages promotion from within. FT or PT, 8-5 Mon-Fri. Rapidly expanding, 3-year-old communications firm soon will be continuing office expansion into additional Northern CA markets. Must be aggressive, motivated, and have excellent phone skills. Telecommunications exp (preferably in communication equipment) a plus. EOE

TELEMARKETING

Friesell Brothers Inc.
11 Davis Avenue
Freedom, CA 95019
408/722-8101
Attn: Linda or John / Personnel
\$300/wk DOE/DOQ, plus commission opportunities. Company benefits include medical insurance, vacation plan, and sick leave. Send resume or call for interview. RTJJ. Market cut flowers to wholesalers across the country. Will be in charge of servicing existing accounts in addition to establishing new leads. This is a Monterey-based operation that has been shipping cut flowers & green plants across the nation for over 18 years. Hrs 7-3 Mon-Fri and 7-12noon Sat. Telemarketing experience desirable. Should be energetic, mature and able to close sales.



Science/Research

GAS CHROMATOGRAPHY / MASS SPECTROSCOPY OPERATOR

Centrum Analytical Laboratory
290 Tennessee Street
Redlands, CA 92373
714/798-9336
Attn: Ida Wallace / Laboratory Supervisor
\$25,000-30,000/yr DOE, plus medical/dental ins after 3 mos. Send resume; RTJJ. Analyze soil & water samples and operate Hewlett Packard 59970. Hrs 8-5 Mon-Fri. State certified hazardous waste testing laboratory specializes in conducting soil & water analyses. Req BS degree in chemistry, 1 or 2 yrs GCMS exp, and basic computer ability. Must be hardworking, self-motivated, and work well with others. HP 59970 exp, knowledge of environmental protection agency methods, and computer exp a plus. US citizenship required. EOE M/F/V

A good supervisor can make all tasks seem meaningful.

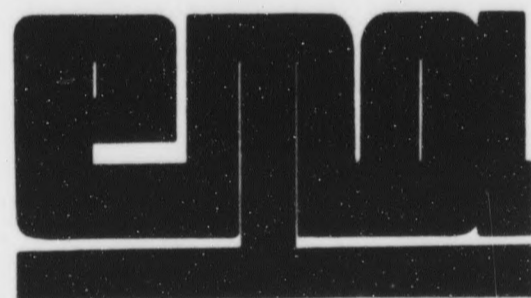
LABORATORY MANAGER

Central Diagnostic Laboratory
18408 Oxnard Street
Tarzana, CA 91356
800/382-3322
Attn: Mike Aicher / Human Resources Dir
\$40,000-70,000/yr DOE, + 2 wks vacation after 1 yr, 10 holidays, 10 sick leave days, and health, dental & life ins after 3 mos. Call for appt or send resume; RTJJ. Manage 10 fully-staffed depts and handle immunology, microbiology & urinalysis testing. Hrs & days to be determined. \$1 million full-service reference lab, one of the largest in CA, works with doctors, clinics & hospitals and has 300 supervised employees. Requires a medical technologist license, 6 yrs minimum experience, strong management skills, and an ability to manage 200-300 employees. US citizenship required. AA/EOE M/F/V

BIO-RAD

QUALITY CONTROL TECHNICIAN

Bio-Rad Laboratories
1000 Alfred Nobel Drive
Hercules, CA 94547
Attn: Human Resources, Department 5546
Salary commensurate with experience plus excellent benefits. Please send resume and salary history. Continued growth at this leading biotechnology company has created the need for both clinical laboratory technicians & quality control technicians to work in our advanced laboratories on projects of high social worth. Full-time position with an easy commute! This position requires problem-solving & analytical skills of laboratory methods, with an AA/BS degree in a life sciences field a real advantage. Must have 2+ yrs lab experience. AA/EOE



THE EMPLOYMENT MANAGEMENT ASSOCIATION

Both you and your company will profit from membership in this fast-growing, forward-looking professional group.

You're handling one of the toughest jobs in today's business world... and one of increasing financial importance to your company.

To keep up with this fast-moving field and to keep broadening your own professional horizons—membership in the EMA can help.

Through the EMA, you can join other employment professionals in activities that enhance your ability to deal with the complex contemporary problems you face.

EMA will keep you current via its activities, research, publications, and the opportunities it provides for interchange of ideas and information on what's happening in employment and how other organizations handle employment problems.

Then, too, EMA is adding new stature to the employment field and obtaining greater recognition for the employment professional through its awards, bulletins, meetings and participation in professional and legislative conferences and panels.

Shouldn't you be part of this active, responsive professional group?

EMA Membership

There are two categories of membership in EMA: Corporate and Affiliate.

Corporate membership is offered to individuals who have responsibility for employment or an employment related function of a corporation, governmental or educational organization.

Affiliate membership is a non-voting membership status which is available to professionals who provide support services to the employment process.

Activities and member services:

- semi-annual conferences-reduced fees for members
- the EMA newsletter
- the EMA Journal
- surveys on such issues as cost per hire and compensation
- awards programs recognizing outstanding contributions to the employment field
- scholarship support for studies in the human resources field
- regional educational programs

For detailed information on EMA membership, contact EMA today: 5 W. Hargett St., Suite 1100, Raleigh, NC 27601. (919) 828-6614.

People often ignore the signs of a job going stale until they are asked to leave the company. Some tell-tale signs that you may be growing disillusioned and unproductive on a job include:

- You've cut back your hours; you take longer lunches and leave promptly at 5:00.
- You get sick more often — headaches, stomach aches, hives, etc.
- Negative feelings about work extend to other areas of your life; you argue more with family and friends.

AIRLINE FLIGHT ATTENDANT & CUSTOMER SERVICE AGENTS



I.T.A., a leading airline career training center, will be selecting candidates to complete air travel career training in Fresno, California.

CALL FOR INFORMATION ON A SEMINAR IN YOUR AREA
(800) 888-2022

Vista -	7 pm, Tuesday, November 1 Best Western Motorlodge
Escondido-	7 pm, Wednesday, November 2 Escondido Hotel - 2500 S. Escondido Blvd
Del Mar-	7 pm, Thursday, November 3 Stratford Inn - 710 Camino Del Mar.

Candidates should be willing to relocate to where the jobs are upon training completion.

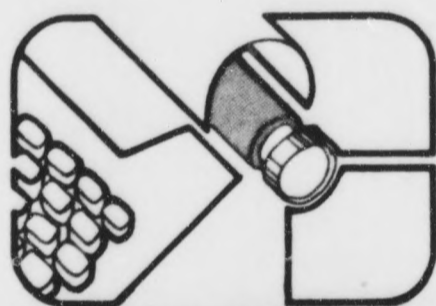
International Travel Academy
2048 North Fine, Fresno, California 93727 — (209) 251-0428



CALGENE

RESEARCH ASSOCIATE

Calgene, Inc.
1920 5th Street
Davis, CA 95616
916/753-6313
Attn: File #751C
Excellent salary & benefits package. Send resume. Calgene, a leading plant biotechnology company, is looking for a molecular biologist to work in a well-equipped DNA sequencing CORE facility which utilizes state-of-the-art techniques including a new fluorescence-based sequencing system. Full-time. Requires BS/MS degree or equivalent in molecular biology, bacteriology, or related discipline and experience in cloning and/or DNA sequencing. Interest in developing new techniques and experience with computer analysis of DNA sequences helpful. EOE



Secretarial/ General Office

CONSTRUCTION SECRETARY

Lin Pro Company
P.O. Box 4129
Diamond Bar, CA 91765
714/861-6828
Attn: Mike Winter
\$25,000-30,000/yr + future bfts. Call between 7:30-4 for appt. Send resume & references. RTJJ. Type, mail office documents daily, answer incoming calls, set appts for staff, operate IBM Wordstar, compose reports, draw up contracts, and obtain building permits. 40 hrs/wk (7-5) + OT avail. Established national firm has been in apartment & commercial bldg construction 10 yrs. Req HS or GED diploma, 2 yrs exp in construction office, 70 wpm typing, and knowledge of Lotus, contracts, bldg permits & blueprints. Must be professional, ambitious, self-motivated US citizen. AA/EOE

CUSTOMER SERVICE - COUNTER

Country Rental Center
15721 Los Gatos Boulevard
Los Gatos, CA 95030
Attn: Mack / Branch Manager
\$350/wk to start DOE, plus vacation, holidays, sick leave, and medical/dental ins after 90 days. No phone calls please. Apply in person. RTJJ. Fill out rental contracts, collect money, assist customers with information, and answer phones. Full-time flexible hrs (must be avail some weekends). Busy, fast-paced equipment company rents trucks, trailers, construction equipment, furniture & partyware, etc. Requires HS graduate, some retail or customer service experience, CDL, and DMV printout. Must be friendly, personable, and neat in appearance. Good math skills a plus. EOE

DMV CONTRACT CLERK

Maita Oldsmobile
2211 Fulton Avenue
Sacramento, CA 95825
916/486-1301
Attn: Dee Smith
Good salary DOE, plus 1 wk vacation after 1 yr, medical insurance for employee & family, and pension after 6 mos. Call for appointment or more information. Handle bookkeeping, process DMV forms & contracts, and interact with salespeople, DMV personnel, and the public in person or on the phone. Hrs 8:30-5:30 Mon-Fri. Prefer minimum 2 yrs experience as a DMV contract clerk. Computer experience a plus.

HARRIS RESEARCH INC.

An international franchise company is currently seeking someone experienced in freight forwarding, commercial invoices, and international documentation.

Requires: 50 wpm 10-key by touch
We offer: Medical & dental benefits, vacation, and sick pay.

Send resume to:

3330 Cameron Park Dr, Suite 700
Cameron Park, CA 95682

Attn: Debbl

or
Apply in person,
between 8:30am-2pm only



DATA ENTRY / CLERK (part-time)

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
Attn: Jackie Abeyta / Ad Services Supv
\$6-8/hr DOE. Send application or resume & cover letter. Working from prepared information, compose classified job listings on IBM-AT computer, and perform general clerical duties. Hrs 4-8pm Tue-Thu with possibility of expanded hrs/days as workload increases. Growing recruitment publication has attractive, new offices (non-smoking) in South Natomas. Requires outstanding writing, proofreading & editing skills; excellent spelling, grammar & usage; and heavy typing/data entry exp (50 wpm). Must be accurate and able to handle detailed assignments. EOE H



FACILITIES CLERK

San Joaquin Delta College
Administration Building, Room 202
5151 Pacific Avenue
Stockton, CA 95207
209/474-5259
Attn: Personnel
\$1502/mo plus vacation, holidays, sick leave, and medical/dental & vision insurance. Call for district application; file app & materials (including certificates) by 11/4. Coordinate campus facilities for community & on-campus users and operate energy management conservation system. Hrs 8-5 Mon-Fri. Requires post-secondary education; experience related to successful office operations; thorough understanding of basic bookkeeping, public relations & general ofc practices; and 45 wpm typing certificate. AA/EOE

Except in cases of gross misconduct or negligence, it shouldn't come as a complete surprise to a worker when he/she is fired... and it won't if supervisors point out substandard behavior as it occurs.

GENERAL OFFICE CLERKS (10)

P.F. Collier
A Division of MacMillan, Inc.
2025 Gateway Place, Suite #409
San Jose, CA 95110
408/427-9446
Attn: Office
\$250-300/wk plus benefits to be discussed at interview. Call for appt: RTJJ. File, do light typing, answer phones, and perform general office duties. Full-time flexible hrs Mon-Fri. Fortune 500 company, in business 120 yrs, is ranked 13th largest publishing firm worldwide and has expansion plans in the Sacramento and Hayward areas. Requires HS graduate or GED. Must be energetic, enthusiastic, and people-oriented. No experience necessary; will train. EOE M/F/H/V

ADMINISTRATIVE ASSISTANT

As one of Northern CA's largest distributors of microcomputer software, 800-Software is looking for an experienced Admin Asst to work in our Corporate Sales Dept. This is an ideal position for those who enjoy a variety of work and thrive in a fast-paced environment.

The Admin Asst duties shall involve extensive word processing and spreadsheet work on PC, also data entry skills to generate a variety of documents, maintain information, and to create reports. Experienced user of WordStar, especially with MailMerge, and Lotus is required. Must type 50+ wpm, be extremely detail oriented, possess excellent communication skills, and able to work independently as well as a team player.

Salary DOE, excellent benefits provided, including medical/dental/401k.

Please send resume to:

800-SOFTWARE

Personnel Director
918 Parker Street
Berkeley, CA 94710
EOE M/F/H/V

GENERAL OFFICE SALESPERSON

The Sign Dept.
27-B Bonaventura Drive
San Jose, CA 95134
Attn: Paul / President
\$320-375/wk DOE, plus Kaiser medical/dental ins after 90 days. Send resume; RTJJ. Answer phones, fill out work orders & greet customers. Hrs 8-4:30 Mon-Fri. Small, 43-yr-old sign-making company (locations in Sacramento, Oakland & San Jose) specializes in real estate, commercial & storefront signs, show cards and banners. Requires CDL. Some customer service experience desired, but will train ambitious, hardworking person. EOE

PROOFREADER / PLATE CHECKER

Califorms Printing Company
697 Lenfest Road
San Jose, CA 95133
408/926-3676
Attn: Jim Cardoza / Pre-press Supervisor
Up to \$9.00/hr DOE, plus vacation, holidays, sick leave, medical, dental & vision ins, and stock ownership plan. Call for more information or apply in person; RTJJ. Proofread printed forms. Hrs 7:30-4 Mon-Fri. Business forms manufacturer requires good English, grammar & spelling skills. Experience preferred but not necessary; will train right person. AA/EOE Employer M/F/H/V



SECRETARY

Driftwood Convalescent Hospital
1850 East 8th Street
Davis, CA 95616
916/756-1800
Attn: Jonathon Freer / Administrator
Salary commensurate with experience, plus excellent benefits. Apply in person. Seeking efficient secretary who works well with others. Type, file, handle payroll & personnel insurance policies, and perform heavy front-office duties. Hrs 8:30-5 Mon-Fri. 124-bed SNF is part of a large long-term care corporation. Requires experience, exceptional ability to organize, and good communication & interpersonal skills.

Jump Ship! Knowing When to Cut Your Losses

If you work for a company that is sending out any of the following signals, it may be time to pick up your anchor and launch your career in a new direction:

Top Management has lost control.

Is the CEO increasingly unable to provide leadership necessary to diagnose and solve problems? Is the board of directors foundering? It's inevitable that top management's inability to bring an organization through troubled times will be sensed by those at the grass-roots level. When this happens, remember: "You can't prevent people two levels above you from shooting themselves in both feet and it's pure arrogance to think you can," says *Kennedy's Career Strategist*, a monthly career planning newsletter.

The organization, or your part of it, is drifting.

Companies can drift for years, sometimes coasting on the fumes of a tank that once brimmed with vitality and successful products and ideas. Today, however, everyone in the marketplace knows your company isn't producing new products, or even upgrading its old one. Staying with a loser could add a distinct handicap to your job hunt.

Layoffs are coming and recent history (and the grapevine) indicate that they won't be made intelligently.

Some industries and institutions have a dismal track record for managing layoffs efficiently (the health care industry, and hospitals in particular are good examples). If you're part of an industry or company that has a history of poor aim when wielding the ax, you may want to bail out before the fun begins.

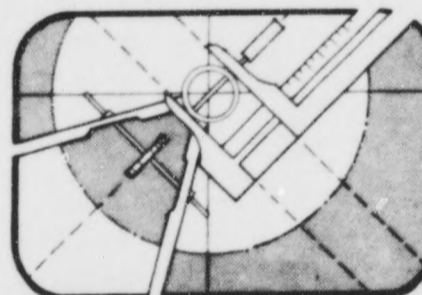
The product or service is substandard.

Given time, this fundamental flaw is the death sentence for any company. "No amount of marketing glitz or tinkering/repackaging/repositioning can help. . . . You're a part of a crew that is rearranging the deck chairs on the Titanic."

Sustained financial losses.

Long-term financial setbacks are red flags that shouldn't be overlooked. Is your organization producing a surplus/profit. If not, can it change enough to survive and be profitable? "No" answers should help clarify your decision to leave.

Source: *Kennedy's Career Strategist*. For a free sample copy, write 1153 Wilmette Ave, Wilmette, IL 60091



Technical/ Engineering

ASSOCIATE CIVIL ENGINEER

Calaveras County
San Andreas, CA 95249
209/754-6303
Attn: Personnel Department
\$2516.80-3059.33/mo plus benefits. Call for more information. Perform difficult & complex engineering work on plans & specifications, and handle a variety of engineering projects at an advanced professional level for the public works department of a small, rural county. Full-time position, Mon-Fri. Requires bachelor's degree in civil engineering and 5 yrs related experience. Demonstrated project management & supervisory experience desired. AA/EOE

When it comes to
achieving your goals,
talent isn't everything!

DRAFTSPERSON

Anderson & Associates Engineering
3040 East Olive Avenue, Suite 103
Fresno, CA 93701
209/485-1309
Attn: Mary / Secretary-Treasurer
\$4.25/hr and up DOE/DOQ. Call for interview; RTJJ. Civil engineering firm has been in business 45 yrs. Hrs 8-5 Mon-Fri. Req minimum 1 yr exp and good freehand inking.



CITY OF EMERYVILLE

CIVIL ENGINEER

City of Emeryville
Department of Public Works
2200 Powell Street, 12th Floor
Emeryville, CA 94608
415/654-6161
Attn: Personnel Department
\$2756-3351/mo. Obtain city application and job flyer from personnel dept. Position open until filled. Responsible for design, bid procedure, construction inspection, and record keeping for projects throughout the city. FT, Mon-Fri. Must have a BS in Civil Engineering; 2yrs exp in an engineering discipline, preferably municipal; valid Calif EIT certificate; and a class II CD. Requires knowledge of construction plans, specifications; ability to work in an office environment or under field conditions; and familiarity with applicable codes & requirements for construction & safety. EOE

Tact —

the sense to close your mouth
before someone else wants to.

ENGINEERING PLANNER

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Ben Callis
Competitive salary DOE, plus benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry has immediate opening for an engineering planner to prepare & monitor schedules for engineering projects, coordinate program requirements, and assist engineers with budgeting, planning & preparation of procedures. Full-time position. Requires associate's degree in business-related field; 3 or more yrs experience with aerospace products & procedures; and exp in manufacturing environment. EOE M/F/H/V

ENGINEERING TECHNICIAN II

Sacramento County Employment Office
710 J Street
Sacramento, CA 95814
916/440-5593
Attn: Personnel Department

\$1764-2145/mo plus benefits. Deadline to file application: 11/10/88. Duties include reviewing permit apps; preparing maps & specifications; and performing material testing, engineering inspections, and survey party work. 40 hrs/wk Mon-Fri. Requires 2 yrs civil engr experience including 1 yr equivalent to engineering technician I (15 semester hrs in engr courses may substitute for each yr of exp. transcripts required). Must have class 3 CDL and meet physical requirements. AA/EOE

GEOLOGIST / HYDRO-GEOLOGIST / ENGINEERING GEOLOGIST

Environmental Geotechnical Services
6707 Cherry Avenue
Long Beach, CA 90805
213/428-0288

Attn: Harold Durbin / VP of Engineering
\$36,000-96,000/yr and monthly bonus, plus 7 vacation days, 9 holidays, medical/dental ins., pension, and profit sharing after 90 days. Call for appt or send resume. RTJJ. Perform hazardous waste testing and handle remediation sales. Hrs 6:45-5 Mon-Fri. Company has state contractor's HAZ license for the remediation/removal of hazardous waste and \$2 million liability/errors & omission insurance (features hazardous waste clean-up coverage for all employees). Entry-level position available; will train. Non-smoker preferred. EOE M/F/H/V

MANUFACTURING ENGINEER

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533

Attn: Ben Callis / Personnel Director
Salary DOE, plus excellent benefit pkg including profit sharing, 401K plan, and relocation expenses if necessary. Call for appointment or send resume. Design and draft tooling & fixtures, work with in-plant machine shop & outside vendors for development, and train employees in use of fixtures (CAD/CAM not available). Hrs 8-5 Mon-Fri. Government contract firm manufactures explosive-actuated devices for the aerospace industry. Requires BS degree in mechanical engineering or related technical field and 4+ yrs exp in design of tooling & fixtures. AA/EOE M/F/H

When applying for work, be prepared to adjust to the company's needs. While indicating an interest in a specific job, be flexible and willing to consider other positions in your field.

MASTER SCHEDULER

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Ben Callis

Competitive salary DOE, + benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry has immediate FT opening for a master scheduler. Req min 2 yrs college (prefer AA degree in Business or related field); 7 yrs exp in design drafting, assembly ops or production planning; master scheduling exp in a job shop environment with ability to recommend time, attendance & job costing software used w/ an HP 3000 computer; knowledge of MRP software, preferably ASK MAN-MAN or Boeing PMS software programs; and exp in shop floor data collection systems using bar code data input. EOE M/F/H/V

OPTICS INDUSTRIAL ENGINEER

Santa Barbara Applied Optics
6307 Carpinteria Avenue
Carpinteria, CA 93013
805/684-5421

Attn: Ellen Frost / Human Resources Mgr
\$30,000-40,000/yr plus competitive benefits package including 401K plan. Send resume; RTJJ. Determine manufacturing methods and proper equipment, tooling & layout processes for optical products. Hrs 7-5:30 Mon-Fri. Company is a well-established leader in the manufacture of optical lenses & systems for the military/aerospace market. Requires BS degree in engineering, 4 yrs related experience, and knowledge of military optics and plant layout. US citizenship required.

PLANNER II

Tulare County
2900 West Burrel
Visalia, CA 93291
209/733-6266

Attn: Personnel Department
\$2078-2533/mo. Obtain & file county application by 12/23. Two positions available in January 89. Perform long-range planning and zoning enforcement. Full-time position; 40 hrs/wk. County is located in central CA (halfway between SF & LA) near Sequoia & Kings Canyon National Parks, and offers a semi-rural lifestyle and low-cost housing. Requires qualifications normally acquired by a bachelor's degree in planning and 1 yr technical planning experience. EOE

Suggested Reading For Entrepreneurs

"Growing a Business"

by Paul Hawken

"Think and Grow Rich"

by Napoleon Hill

"Creating Excellence"

by Craig Hickman and Michael Silva

"The Magic of Thinking Big"

by David Schwartz

"The Art of Being Boss"

by Robert Schoenberg

"The Owner's Chair"

by Ronald Torrence

"Business Plans that Win \$\$\$"

by Rich Gumpert

"Small Time Operator"

by Bernard Kamoroff

"The Seven Laws of Money"

by Michael Phillips

"The Regis Touch"

by Regis McKenna

"The Next Economy"

by Paul Hawken

"Balance Sheet Basics"

by Ronald Spurga



Miscellaneous

ASSISTANT / DRIVER

Campus Chevrolet-Toyota
4202 Chiles Road
Davis, CA 95616
916/753-3352

Attn: Dominic Campanelli / Service Mgr
Salary DOE, plus vacation, holidays, medical insurance, and uniforms provided. Call for appointment or more information. Dealership, located in a central valley college community, seeks individual to drive customers to and from their destinations when they bring their vehicles in for service (vehicle provided); clean the service department during spare time. Hrs 6:45am-4pm Mon-Fri. Requires CDL and good DMV printout. Prefer friendly, courteous person with a neat appearance.

To succeed... be assertive!

CAB DRIVERS

Monterey Yellow Cab
623 Olympia
Seaside, CA 93955
408/646-1234

Attn: Mary / Office Manager
\$45 per shift plus medical insurance after 90 days. Apply in person; RTJJ. Full-time; 12-hr shifts. 5 days/wk plus overtime. Company, in business 40 yrs, is seeking safe drivers who are familiar with the Monterey area. Must be at least 23 yrs old, a HS graduate, have excellent verbal skills, be dependable, friendly, professional, responsible, and enjoy working with the public. Requires CDL, DMV printout, and US citizenship. AA/EOE



- Food Service
- Rental Shop
- Janitorial
- Lift Operators
- And many more positions
- Great Pay at a Great Resort!

CALL NOW
Sierra Ski Ranch
(916) 659-7453

or apply in person
between 8 am and 4:30 pm
Monday through Friday

CHAUFFEURS (5)

California Limousine
7637 Fair Oaks Boulevard, Suite 'C'
Carmichael, CA 95608
916/944-3600

Attn: Robert Banks / Manager
\$3.50/hr + tips, company-insured luxury limos and medical/dental ins. Apply in person. RTJJ. Drive a variety of newer model limos throughout Northern CA and Western NV on preset/spontaneous trips. FT, variable hrs & days. 8-yr-old company is currently expanding throughout CA. People-oriented business handles a variety of charters from corporate execs to that special evening on the town. Must be 25 or older (for ins purposes). Req knowledge of Northern CA & Western NV. CDL & DMV printout (no older than 1 wk). Must be motivated, growth-oriented, and personable. Prefer experience, but will train.

COSMETOLOGIST

Village Plaza Styling Salon
2379 Athens Avenue
Redding, CA 96001
916/243-1224

Attn: Donna
60% commission plus benefits. Call for appointment; RTJJ. Cut, style, perm & color hair for 6-person, full-service salon. Full-time position (salon hrs are 8-6 Tue-Sat). Requires CA cosmetology license. Must have well-established clientele and be a fun, creative person who enjoys a good working atmosphere. EOE

COUNSELORS (2)

Plumfield Children's Center
1485 Wright Road
Santa Rosa, CA 95407
707/544-1505

Attn: Barbara Prosniewski / Asst Director
\$900/mo DOE, plus vacation and medical ins after 120 days. Call for appt or more info; RTJJ. Act as parent role model and provide counseling & behavioral teaching for emotionally disturbed children. 40 flexible hrs/wk Mon-Fri (usually) plus overtime. Established center, in business 20 yrs, specializes in the treatment of abused & emotionally disturbed children. Requires HS diploma, experience or background in psychology or psychiatry, and good communication skills. Must be responsible and enjoy working with kids. Exp with children preferred. US citizenship req. EOE

Is "telephone tag" taking too much of your time? Try returning calls about 10 minutes before noon and 10 minutes before 5 pm. Most people are in their offices at those times.

COUNSELORS / TRAINING SPECIALISTS (2)

Spark Foundation
1720 Merrill Drive
San Jose, CA 95124
408/448-3953

Attn: Jean Gonsier / Program Director
\$6-7/hr plus health insurance. Call for appointment; RTJJ. Provide care for autistic adolescents and young adults, including training in everyday personal skills. Hrs & days vary, and include afternoons, sleepovers, weekdays, and weekends. 6-bed, nonprofit residential facility. Must be patient, responsible, energetic individual with HS diploma, ability to pass physical exam, and willingness to be fingerprinted. Some experience with developmentally disabled helpful. Training provided.

Do You Have What It Takes to Run Your Own Business?

Continued from page 13

Another question you need to ask is how supportive your family is. Be honest. Will they be able to handle the strain of long hours and perhaps difficult finances? If not, what can you do to protect them (perhaps wait until you have more financing or more saved)? Will your spouse be willing or able to work if needed?

The last consideration is honestly evaluating your skill level. Do you know enough to do what you want to accomplish? What don't you know? How will you get done what you don't know? What skills are rusty? What do you hate to do? How will you get these things done? Are there any unusual legal requirements or regulations that you will have to comply with? Who will you ask questions of to verify your understanding and help you troubleshoot decisions?

Start with where you are now and grow into your dream. Business is taxing enough without creating stress by stretching your resources beyond the breaking point to begin with. Always have a little left, something in reserve. Dare to be different; find your niche. Business can be a wonderful opportunity to express yourself - marketing is easy if there is no one like you (and there isn't!). If you make this decision wisely, you may find a way of making money that will grow with you and support you for the rest of your life.

Now, start. What do you do? Find someone who is willing to pay you for what you want to do and GO FOR IT!

The Entrepreneurial Skills Center would be happy to send you more information or to answer questions. Contact them at 1880 Jackson, Suite 401, Oakland, CA 94612, (415) 891-9720.

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DELIVERY DRIVERS

Straw Hat Pizza
Main Office
7186 Southland Park Drive, #31
Sacramento, CA 95831

Attn: Managers
\$4.25/hr + tips, daily per-delivery bonus, and medical & dental ins for FT employees. Call/appt in person at the Sacramento area location nearest you: (916) 686-8268, 422-7542, 392-6445, 454-9088, or 965-1731. Deliver pizzas and handle various in-house duties. Great opportunity for advancement! Must be at least 18 yrs old, dependable, organized, personable, and able to provide great customer service. Requires transportation, DMV printout, and proof of insurance. Paid training provided!

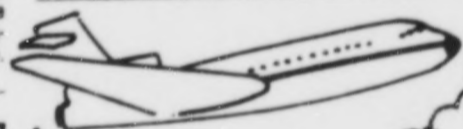
Utilize the power and contacts of your friends.

Bay Area Job Openings - Call Now

Assemblers	\$13 - \$18/hr*
Automotive	\$17 - \$25/hr
Carpenter	\$12 - \$25/hr
Cashier Trainees	\$8 - \$13/hr*
Class I	\$13 - \$18/hr*
Construction	\$12 - \$20/hr
Delivery Trainees	\$7 - \$16/hr
Electricians	\$18 - \$25/hr*
General Laborers	\$11.97 - \$29.93/hr*
General Office Trainees	\$7 - \$12/hr*
Janitor Trainees	\$10 - \$12/hr
Landscapers	\$12 - \$25/hr
Machine Operators	\$15 - \$25/hr*
Maintenance	\$2,739/mo*
Painters	\$12 - \$25/hr
Plumbers	\$15 - \$20/hr
Roofers	\$20 - \$25/hr
Sheet Metal	\$24 - \$32/hr*
Warehouse	\$12.75 - \$16/hr*

Pine Personnel Service
(408) 923-1723

*Benefits included
Fee



TRAVEL CAREERS

- 12-week course
- Financing available
- Job Placement Assistance
- Day and evening classes
- Airline computer training

TRAVEL WEST ACADEMY



Sacramento
(916) 921-9010

FLORAL DESIGNER

Bloomster's
5945 Almaden Expressway #B
San Jose, CA 95120
408/268-5518
Attn: Kren Rasmussen / Owner
\$7-8/hr DOE. Call for appt; RTJJ. Arrange floral displays using fresh flowers, silk flowers & appointments (leaves & cones, etc.) and dried flowers & appts. Create commercial & individual display arrangements to customer specifications. Flexible schedule Mon-Sat. 1-yr-old floral company has a creative atmosphere and 6 employees. Req good communications skills and ability to take orders and fulfill artistic desires of the clients. Must be professional and detailed-oriented. Prefer general education skills and 1-1.5 yrs floral design exp. EOE.

HAIRSTYLIST

A Head of Our Time
831 Water Street
Santa Cruz, CA 95060
408/425-5331
Attn: Tricia or Virginia / Owners
Station rental \$300/mo. Call for appt between 9-3 Mon-Sat; RTJJ. Independent contractor will cut hair, give perms & apply color for own clientele in this busy, well-established hair & nail salon. Full or part-time position. Set own hours. Open Mon-Sat. Must have current CA cosmetology license and own supplies. Chair provided.

HAIRSTYLIST

Sierra Style
1189 Ski Run Boulevard
South Lake Tahoe, CA 95705
916/541-8100
Attn: Steve Kowalsky / Owner
\$100/wk booth rental plus paid vacation, medical benefits, and cash incentives on product bonuses. Call or visit salon; RTJJ. Cut, perm & color hair and provide other services for unique, cozy hair & nail salon. Hrs 10-6 Mon-Sat. Requires CA cosmetology license and 2 yrs hairstyling exp. Must have own clientele.

HAIRSTYLIST

Precision 6 Hairstyling
231 G Street, Suite 4
Davis, CA 95616
916/758-6197
Attn: Manager
Hourly wage DOE, plus paid vacation & medical insurance. Call for more information. Perform salon-related services including cutting, perming, color, styling & braiding hair; and operate cash register. Full-time; 10-6, five days/wk. Busy, well-established salon requires cosmetology license. Clientele & experience not necessary.

To Advertise Call (916) 925-0800

DELIVERY PERSON

Densmore's Engines
3929 Marysville Boulevard
Sacramento, CA 95838
916/929-9474
Attn: Ed Klingenberg / Manager
\$5/hr + 1 wk vacation & 11 holidays after 1 yr; health/dental ins after 2 full calendar mos. Call between 8-5 for appt; RTJJ. Deliver auto engines, parts & supplies to various automotive business customers throughout the greater Sacramento area. Hrs 8-5 Mon-Fri + OT avail. Rapidly expanding engine manufacturing company has permanent location in Sacramento and main headquarters in Fresno. Requires CDL, DMV printout, and physical stamina to do heavy lifting. Must be dependable, prompt, honest, clean-cut, hardworking, and have a desire to learn. Knowledge of Sacto area a plus. EOE M/F/V.

HAIRSTYLIST & MAKE-UP ARTIST

The Color Studio
10 West Bullard Avenue, #104
Clovis, CA 93612
209/298-8000
Attn: Doris / Manager
60% commission on sales. Call for appointment; RTJJ. Perform hair and makeup design & consultation, and make class presentations. Full-time; 10-5 Tues (may vary). Full-service image consulting salon seeks well-groomed, creative, personable, career-oriented person. Must be licensed cosmetologist with minimum 1 year experience. EOE.

HAIRSTYLIST (2)

The Hair Company
2800 Mitchell Road
Ceres, CA 95307
209/538-3476 or 537-9090
Attn: Joyce Turner / Owner
Booth rental \$70/wk. Call for appt; RTJJ. Work as an independent contractor, cutting hair, giving perms, and coloring for this friendly, full-service salon. Some walk-ins. Set own hours between 9-6 Mon-Sat. Requires CA cosmetologist license and own supplies. Must have some clientele. Chair & towels provided.

HAIRSTYLIST (full or part-time)

Pacific Wave Studio
Rocklin, CA 95677
916/624-4107
Attn: Chris Rukhala / Owner
50/50 commission. Call for appt; RTJJ. Cut, perm, color & style hair for this small hair-crafting studio. Full-time, 40 hrs/wk; or part-time, 20+ hrs/wk. Hours vary 9-5:30 with some evenings required. CA cosmetology license and 2 yrs hairstyling exp req.

HAIRSTYLISTS (2)

All About Hair
Kings Trading Post, Highway 50
South Lake Tahoe, CA 95731
916/544-3455
Attn: Pam Lynn / Owner
50-60% commission or \$300-350/mo booth rental (with your own clientele). Call/visit salon with resume, RTJJ. Immediate opening for licensed, energetic hairstylists to shampoo, cut, perm, groom & style hair in this established (9 yrs) salon. Full or part-time positions with flexible schedule between 9:30-5, Tue-Sat. Requires state board cosmetology license. Must have own clientele to rent booth. Chair & towels provided.

INVENTORY TAKERS (part-time)

Washington Inventory Service, Inc.
7300 Lincolnshire Drive, Suite 195
Sacramento, CA 95823
Attn: Julie Frattini
\$5-7/hr. Apply in person to above location or 3808 Auburn Boulevard, Suite 41-A. Inventory retail stores in & around Sacramento. Company provides transportation from office to job site. Great supplemental income for students or housewives. PT. With our flexible scheduling, you may work around school schedules or other jobs. Work early mornings, evenings, or weekends. Must have a valid driver's license, transportation to the office, and be at least 18 yrs old. Paid training; no experience necessary. 10-key exp helpful.

LIVING SKILLS INSTRUCTOR / COUNSELOR

Good Shepherd Lutheran Home of the West
1335 Mowry Avenue
Fremont, CA 94538
415/791-6848
Attn: Program Coordinator
\$4.80/hr to start plus car allowance, 2 wks vacation, and medical insurance immediately upon hire. Teach independent living skills including finances, grocery shopping, menu planning, cooking, and other daily living skills for developmentally disabled adult center. Full-time, 2-10:30pm Mon-Fri or part-time, 7-3 Sat & Sun. Requires HS diploma, CDL, and at least 6 mos experience working with developmentally disabled adults or the disadvantaged. Must know how to drive. Own transportation a plus, but not required. EOE.

DISPATCHER**Wanted**

Must have rail, produce
& container experience

Golden Eagle Express
Oakland, CA
(415) 272-9822

MANICURIST

A Head of Our Time
831 Water Street
Santa Cruz, CA 95060
408/425-5331
Attn: Tricia or Virginia / Owners
Booth rental \$300/mo. Call for appt between 9-3 Mon-Sat; RTJJ. Provide manicures, pedicures, and apply acrylic & silk nails for this established hair & nail salon in Santa Cruz County. Full or part-time position as an independent contractor. Set own hrs & days. Open Mon-Sat. Must have a current CA manicurist license, own clientele, and supplies. Table provided.

MODELS / ACTORS

L Agency Models & Talents
870 Market Street, Suite 1215
San Francisco, CA 94102
415/433-2612
Attn: Personnel
\$50-150/hr DOE/DOQ. Send resume with composite card or call for appointment; RTJJ. Looking for new faces, all ages, to represent for print, TV commercials, industrial video, voice-over and film. Part-time opportunities with this leading Northern CA fashion & commercial modeling agency. Scheduling and assignment depends upon client needs. Must be professional, talented, dependable and reliable.

Supervisors should carefully document disciplinary measures involving their subordinates. Then, if it becomes necessary to dismiss a worker, the action can be justified objectively.

NIGHT GROUP COUNSELOR

Orange County
Hall of Administration
10 Civic Center Plaza
Santa Ana, CA 92701
714/834-2844
Attn: Personnel
\$1409-1775/mo DOE/DOQ, plus \$8-13/hr for extra-help and \$50/hr pay differential for nights. Continuous filing; RTJJ. Provide safety & security for the children at Orangewood Children's Home during sleeping hours; admit & process children entering the home and provide crisis counseling. FT. Must be able to remain alert & awake during prolonged periods at nights. Requires some knowledge of psychological, sociological or behavioral factors related to dealing with children.

TRANSPORTATION PROGRAM DRIVER

Solano County Economic Opportunity Council
207 Marina Center
Suisun City, CA 94585
707/422-7763
Attn: Ronnie Hunt
\$4.71/hr to start. Come in for application. Transport elderly & handicapped persons in a 20-passenger van throughout Solano County and occasionally beyond. No lifting required. Position may lead to a regular staff appt (with benefits) for private, non-profit human services agency. Full or part-time on-call openings; up to 40 hrs/wk. Requires DMV printout, class 2 CDL, and ability to push wheelchairs & operate lifts. No experience necessary; will train. EOE M/F/V.

LOGEX**Owner / Operators**

With 3-axle tractors, G.V.W.
16,500 lbs. and wheelbase
between 176-220. Must have
Cal-T permit. Fuel incentive
and mileage & hourly pay.
Local and year-round work.

Call Personnel
Monday-Friday 8-5
(209) 745-4663
Galt Terminal

TRUCK DRIVER

- ◆ Drive statewide
- ◆ Requires clean DMV printout
- ◆ Class 1 CDL
- ◆ Single-axle with double flats
- ◆ Medical, vacation, holidays, and sick leave available

Call Ed:
(408) 286-4478

TRUCK DRIVER

Ingerson Trucking
979 Lindbergh Lane
Petaluma, CA 94952
707/763-3176
Attn: Diane
\$7 50/hr DOE, plus medical insurance. Call or apply in person; RTJJ. Transport milk from Sonoma, Napa & Marin Counties to processing locations for this established, independent firm. Full-time position with variable hrs, Mon-Fri plus overtime. Must have class 1 CDL and clean DMV printout. 2 yrs exp preferred.

If you can't decide on a career direction, consider temporary work. It can provide you with good on-the-job training in a variety of businesses.

WAREHOUSE SHIPPING/RECEIVING PERSON

Natural Wonders, Inc.
2380 Owen Street
Santa Clara, CA 95054
408/986-0191
Attn: Sue Butterworth - Lorenzi / Acctg
\$4.50-6/hr + vacation, holidays, medical, dental, and life ins after 90 days (if full-time position). Call for appointment; RTJJ. Perform duties for shipping & receiving of goods and pack & lift boxes. Full-time or part-time position available; flexible hrs Mon-Fri. Nature & science gift retail center has 3 stores (40 employees) and 5-yr plan for 100 stores nationwide. Training provided. AA/EEO Employer (#101).

YARD PERSON

California Transport
6080 Elder Creek Road
Sacramento, CA 95824
916/386-8062
Attn: Dennis Ward / Manager
\$4.25/hr to start plus medical, dental & optical insurance after 30 days. Call between 8-5 Mon-Fri for more information. Vehicle transportation company with locations in Sacramento & Fremont seeks individual to work in yard performing various duties including cleaning and running errands. No experience necessary. Must be able to work diligently with minimum supervision.

D & S MOVERS

We are a growing company, searching for people to grow and expand with us. We are looking for people with experience in all phases of the moving and storage industry. We are currently accepting applications for the following positions:

- ◆ Warehouseperson
- ◆ Class 1 drivers & helpers (local & long-haul)
- ◆ Salesperson
- ◆ Billing clerk
- ◆ Dispatcher
- ◆ Bookkeeper
- ◆ Panel systems installers

CALL
(916) 371-3929

Too Late to Classify

BUILDING INSPECTOR

City of Burlingame
501 Primrose
Burlingame, CA 94010
415/342-8931
Attn: City Hall
\$2626-3181/mo. Apply in person by 11/18. Inspect both new & existing commercial & residential structures to enforce bldg codes. No travel required. Hrs 8-5 Mon-Fri. Requires HS graduate with 3 yrs experience as an inspector or in building trades. Must have code knowledge and obtain ICBO or college certificate within 1 yr. EOE.

CHIEF BUILDING INSPECTOR

City of Burlingame
501 Primrose
Burlingame, CA 94010
415/342-8931
Attn: City Hall
\$3753-4552/mo. Apply in person by 11/22. Division head position in the Building Division of the City's Public Works Dept. Responsible for commercial plan checking, enforcement of city & ICBO codes, and supervising a staff of 6. Hrs 8-5 Mon-Fri. Requires at least 4 yrs experience as a building inspector including highrise & commercial building plan checking, and possession of combination & plan examiner certificates. EOE.

CNAs

Orangevale Convalescent Hospital
9260 Loma Lane
Orangevale, CA 95662
916/988-1935
Attn: D.O.N.
\$4.98/hr (non-certified), \$5.18/hr to start (CNA); plus 1 wk vacation and sick leave. Apply in person or call for appointment. Be in charge of general patient care and perform various related duties. Full-time day shift (6-2 or 7-3) or part-time relief shift (2 nights/wk). Privately owned, 25-bed SNF has a pleasant home-like environment and great working conditions. Requires nursing assistant experience, motivation, and the ability to work well with others. Certification preferred.

CNAs

Garden Skilled Nursing Facility
Sacramento, CA 95825
916/927-1802
Attn: Betty
\$5.26/hr (CNA) or \$5.06/hr (non-certified). Call for appt or more information. Responsible for ensuring quality care for all patients and assessing their personal needs. You will be needed to help 56 developmentally disabled young adults. Approved certification and in-service programs available during working hrs. Full-time; all shifts available (flexible hrs & days around your schedule). Must be motivated, caring, and willing to learn. CNA certification preferred, but not mandatory. Will train!!

AJAX INC.**Is looking for Truck Drivers****We provide:**

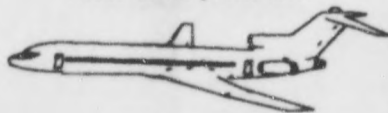
- ◆ Layover pay
 - ◆ Mileage pay
 - ◆ Insurance for driver & dependents
- Requirements:**
- ◆ 2 years recent experience
 - ◆ Current DOT medical card and good driving record

Run California, Oregon & Arizona
Apply at:
306 Ahern, Sacramento, CA 95814
(916) 448-2220, Dave Johnson

AIRLINE JOBS

\$12,000 - \$100,000/yr

Flight Attendants;
most other positions.



Job Info/listings

(1) 515-683-3171
Ext. BY-2626

Roadrunner Trucking**Class 1 License**

18 Wheeler Drivers - 48 states
3 yrs verifiable experience
Snow and ice experience
Must pass drug screen & physical
Good Pay — Good Benefits
Team & Single drivers
Good opportunities
Nice equipment
In California (800) 874-1818
National (707) 864-6155

RIPPS
ROADWAY PACKAGE SYSTEM

DRIVERS**PACKAGE VAN****LOCAL DELIVERIES**

Are you tired of long-haul driving, working nights or swingshift? Would you want to spend more time with your family? And would you like to have gross earnings of \$40,000 a year or more?

Roadway Package System, Inc., a subsidiary of Roadway Services, Inc., has an excellent opportunity for an Owner/Operator to deliver and pickup small packages in the local area, MONDAY THROUGH FRIDAY, NO OVERNIGHT. Must have one year of commercial driving experience. If interested in being a part of a rapidly growing delivery system, call for more information.

ROADWAY PACKAGE SYSTEM, INC.
(415) 873-7930 • (415) 562-4594 • (408) 263-2076

An Equal Opportunity / Affirmative Action Employer

COOK

Country Oak Cafe
500 Kirby Way
Roseville, CA 95678
Attn: Manager
\$6-8/hr DOE, plus tips, bonus program, and vacation. Apply in person. We are seeking a quality individual to help us maintain our dynamic reputation. Insure quality food preparation for our 110-seat, family-oriented restaurant. If you have good leadership skills, this job is for you! Advancement opportunities available; we promote from within. Full-time flexible position; hrs to be arranged. Requires at least 1 yr exp. Must be team-oriented, knowledgeable in kitchen procedures, communicate well, and have good personal hygiene standards.

DELIVERY DRIVERS

Gino's Pizza
8042 Greenback Lane
Citrus Heights, CA 95610
916/726-4424
Attn: Manager
\$4.25/hr plus tips. Apply in person. Deliver pizzas and perform other tasks for this 200-seat pizza parlor. Full or part-time flexible position tailored to fit your schedule. Requires transportation, insurance, DMV printout and CDL. Must be enthusiastic, willing, and able to work efficiently with others. Minimum age of 18 preferred. Will train.

DIRECTOR, GIRLS SUMMER CAMP (seasonal)

San Francisco Bay Girl Scouts
P.O. Box 2389
San Leandro, CA 94577
Attn: Bernadette Alexander / Campaign Mgr
Salary negotiable, plus room & board. Send resume. Serve school-age girls in this live-in position; responsible for on-site supervision of camp operations including staff hiring & supervision, program implementation, and compliance with health & safety regulations. Job sites include Marin County, Arnold & Truckee. Seasonal position, June-August '89. Girl Scouts of America requires recreation, supervision & management experience, good communication skills and leadership qualities. Must be at least 25 yrs of age. EOE

INTERGRAPH OPERATOR

Tai Associates / Architects
665 Chestnut Street
San Francisco, CA 94133-2380
Attn: Mike Fowler / Dir of Computer Svcs
\$2500-3500/mo DOE + \$400/mo living expenses; full bfts immediately upon hire include moving costs. Send resume. Will temporarily relocate to Charlotte, NC to work as a consultant in the offices of a major civil engineering firm. After completing project (6-10 mos), return to the Bay Area to continue similar assignments for an established architectural firm. Full-time, 3rd-shift position begins in the second half of October. Requires proficiency & minimum 1 yr experience with IGDS database software and some DMRS database exp. EOE

LINE COOK

The Good Earth
2024 Arden Way
Sacramento, CA 95825
916/920-5544
Attn: Manager
\$5.50/hr negotiable, plus vacation and medical/dental insurance after 1 yr. Apply in person. Grill, broil, and use other techniques to prepare natural food menu items and daily specials. Full or part-time; all shifts available. Member of a growing chain, 125-seat restaurant specializes in natural foods. Experience preferred. Training provided. EOE

Crum & Crum Enterprises now hiring TRUCK DRIVERS

- We offer:**
- ★ Full-time positions
 - ★ Good pay
 - ★ Good benefits
 - ★ Vacation & holidays
 - ★ No overnight travel
- Requires:**
- ★ Class 1 CDL
 - ★ DMV printout
 - ★ 3 years OTR exp

Apply in person at:
400 Crocker Drive
Vacaville, CA 95688

AIRLINES NOW HIRING

Flight Attendants,
Travel Agents,
Mechanics,
Customer Service.
Listings.

Salaries to \$105K
Entry-level positions
Call (805) 687-6000
Ext. A-2626

by Phil Frank

The Smile File

He's in a particularly foul mood today.. He figured out what his 20 years with the company translated into...in dog years.



LVN

Claremont Convalescent Hospital
2500 Ashby Avenue
Berkeley, CA 94705
415/841-5260
Attn: Director of Nursing
Competitive salary plus benefit package. Call for interview. RTJJ. Claremont Convalescent is a 36-bed skilled nursing facility and a member of the Guardian Foundation, which has an excellent reputation. Come join this health care team as a staff nurse. Day and PM positions available. Requires current Calif LVN license.

RESPIRATORY THERAPIST (on-call)

Queen of the Valley Hospital
100 Trancas Street
Napa, CA 94558
Attn: Personnel
Competitive salary. Apply in person. 180-bed acute care hospital is looking for an on-call respiratory therapist. Serious professional needed to treat patients with respiratory disorders. Variable shifts (AMs, PMs & nights available). Req Calif respiratory license. EOE

RESTAURANT MANAGEMENT

Babe's Bar & Grill
5060 Madison Avenue
Sacramento, CA 95841
916/331-5811
Attn: Scott
Monthly salary DOE. Apply in person between 2-4 Tue-Thu. Ground-level mgmt position responsible for assisting in the supervision of 35 employees, and customer services for this casual restaurant & bar. Will be trained in all facets of the business. Full-time; flexible hrs & days. Independently owned family-style bar & grill has a relaxed atmosphere, 260 seats, and plans for expansion in the near future. Must be dedicated, mature, and possess good people skills. Prefer someone with fast-food experience. If you are interested in being creative and working with a team, let's talk. EOE

RN / LVN

Novato Convalescent Hospital
1565 Hill Road
Novato, CA 94947
415/897-6161
Attn: D.O.N.
Competitive wages commensurate with experience, plus vacation, holidays, sick leave, major medical or HMO plan, dental & life ins, profit sharing, and retirement plan. Call for appt or apply in person. Charge & treatment nurses needed at our 187-bed SNF. Treat patients & supervise staff. Great advancement opportunity for motivated, energetic & career-minded professionals. Full & part-time positions; day shift (LVN) & night shift (RN / LVN). We are seeking people to add to our quality-care team. Come enjoy the relaxing North Bay area. Must have RN or LVN license. New graduates welcome!

Great trials often precede
great triumphs.

RN / LVN

Redwood Care Centers, Inc.
2885 Harris Street
Eureka, CA 95501
707/443-1627
Attn: Corporate Administrator
Competitive salary plus good benefits including vacation, holidays, sick leave, and medical insurance. Call for appt or more info. Provide nursing care for geriatric patients. Choose from 4 facilities ranging from 59-99 beds. Excellent upward mobility opportunities. Tired of traffic and the busy city life? Seeking a change of pace? Visit us today and you'll never want to go back! FT or PT; variety of shifts avail. We're in the beautiful redwood country along Northern California's breathtaking coast. Req Calif RN/LVN license. Must enjoy geriatric nursing and be motivated & caring. New graduates welcome!

PROFESSIONAL DRIVER

— Redwood Oil —
Join Northern California's fastest-growing petroleum company.

- ♦ Full-time
- ♦ Benefits
- ♦ Class 1 CDL
- ♦ Current medical card
- ♦ Current DMV printout

Apply in person or call dispatch:
455 Yolanda Ave
P.O. Box 428
Santa Rosa, CA 95402
(707) 546-0766 or (800) 624-9411

RANGER TRANSPORTATION

has immediate openings for

**Class 1 Truck Drivers
and
Owner/Operators**

Requires min 2 years O.T.R.
exp. Must be 23 years or older
(for insurance purposes).
Quick settlements and fuel
advances available.

Call Rich
at (916) 645-7789

SALAD BAR HELPER

The Good Earth
2024 Arden Way
Sacramento, CA 95825
916/920-5544
Attn: Manager

\$5/hr plus vacation and contribution to medical/dental insurance plan after 1 yr. Apply in person. Make salads, shakes & desserts, and perform a variety of prep work including preparing vegetables for salads. Full & part-time; all shifts available. 125-seat, full-service family restaurant specializes in preparing natural foods and is a member of a growing chain. Full training provided. EOE

SALES REPRESENTATIVES

Water Systems
3550 Watt Avenue, Suite 140
Sacramento, CA 95821
916/487-5108
Attn: Dianne

\$150,000/yr verifiable potential earnings (30-60% straight commission) + bonus, car allowance & extensive training. Call for appt. Be self-employed! Recruit, manage & train direct sales team. No territory limitations or cold calls. As a manufacturer's rep, receive strong ongoing support from 19-yr-old water purification firm with 1988 sales projected at \$250 million. Build a solid career & succeed in this explosive, lucrative, untapped market. Full or part-time. Sales experience a plus.

SMOG MECHANIC

Quality Tune-Up Shops
2501 Northgate Boulevard
Sacramento, CA 95833
916/929-7172
Attn: Paul

\$1350/mo or more DOE (regular salary reviews) plus uniform, holidays after 90 days, and vacation after 1 yr. Apply in person. Test & repair cars to meet CA smog requirements and perform routine tune-ups, lube jobs & oil changes. Possibility for the right person to advance to management. Position also available at another location. Up to 50 flexible hrs/wk (5-6 days). Locally owned shops are part of the top tune-up company in CA. Req current CA smog license and some exp as a mechanic.

SOFTWARE ENGINEER

Campbell Engineering
2540 Bates Avenue
Concord, CA 94520
415/689-7212

Attn: Warren Hood / Tech Svcs Director
\$28,000-32,000/yr DOE/DOQ, plus vacation, holidays, sick leave, and medical insurance. Send resume and 3 references. Develop security access control systems software; responsible for a project from inception to completion. FT flexible position; 8-hr work day. Firm produces intelligent high-security systems. Req 2-3 yrs real-time C programming exp. Familiarity with microprocessor assembly language a real plus. Data acquisition and control applications background very helpful. Must pass a security clearance and be a US citizen.

APPLEGATE

**Truckdrivers &
Owner/Operators**

3 years verifiable experience.
Clean M.V.R. M-F Full-time, plus!

Drivers - \$8-10/hr + benefits

Owner/Operators - \$20-25/hr.
Company insurance and fuel available at cost.

Craig
(916) 443-4652

BUS DRIVERS

We are looking for a few more reliable full & part-time drivers to work out of our Northern Calif facilities. Position could lead to a full-time opportunity.

REQUIREMENTS:

- ♦ Must have a valid tour bus operator's certificate.
- ♦ Must have at least 2 yrs over-the-road exp with heavy equip.
- ♦ Must successfully pass a company-paid substance abuse test.
- ♦ Bring clean DMV printout.
- ♦ Due to insurance, minimum age 25 years.
- ♦ Full benefit package available.

Call (707) 746-7970
or (916) 444-7880
for more information

TEACHER - PRESCHOOL

Discovery Montessori
Sacramento, CA 95819
916/739-1462
Attn: Shirley Smith / Director

Competitive salary negotiable DOE/DOQ (dir pays for good staff members) plus vacation, holidays, sick leave, medical/dental & life insurance, and tuition reimbursement for college students. Call between 9-5 for info. Serve as classroom asst; implement arts & crafts curriculum, develop activities, assist w/after-school care, maintain environment, and act as a support person. Ideal for college students (school is near CSUS). FT, 1-6pm Mon-Fri. Stable school has experienced, quality staff of 6 effective teachers/trainers. Requires 12 ECE units, child development classes, or children's center permit. AA/EOE

Appearance plays a major role in first impressions. Studies show employers often decide your economic status, educational level, confidence, sophistication and social status from the initial meeting.

X-RAY TECHNICIAN

Bay Area Portable X-Ray
2373 Grove Way
Castro Valley, CA 94546
415/581-1410

Attn: Susan Wolf
Salary to start, then straight commission DOE (\$500-1200/wk potential). Benefits include 2 wks vacation, holidays, medical/dental & vision insurance after 30 days, and life & long-term disability ins after 1 yr. Call for appt. Visit nursing homes and private homes, taking X-rays & EKGs. Full-time Mon-Fri; rotating weekends. The largest Northern CA portable X-ray clinic, in business 20 yrs, is a fast-paced, fun place to work. Requires Calif CRT license, a good driving record, DMV printout, and ability to lift at least 70 lbs. No experience necessary. Men encouraged to apply. EOE

Established LTL Carrier

Seeks:

- ✓ **Owner / Operators**
PUC permit, clean DMV printout, Class 1 CDL
- ✓ **Single-Axle Drivers**
Class 1 CDL, clean DMV printout
- ✓ **Bobtail Drivers**
Class 3 CDL, previous FRT exp, clean DMV printout

Contact Mark Broome
(415) 357-6610 or
(800) 338-2221

Free tuition!*

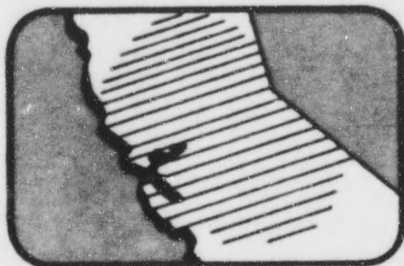


We're looking for a select group of career-oriented achievers with the ambition and aptitude to become...B Hunt professional drivers. If you're age 23 or over with a good driving record, you may qualify for a 4-week truck driving course at our company headquarters in Lowell, Arkansas. Qualified applicants pay no tuition, just personal expenses. It's the career opportunity you've been searching for!

J.B. HUNT
Call toll-free
1-800-643-3331

Subject to drug screen.

EOE



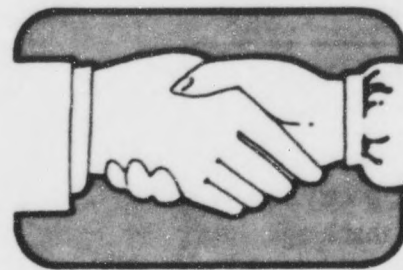
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